

Town of Vineyard STORM WATER MANAGEMENT PLAN

State of Utah General Permit No. UTR090000 February 2015 Updated: July 2016

Submitted to:
State of Utah
Department of Environmental Quality
Division of Water Quality

Submitted by:
Town of Vineyard, Public Works Department



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Updated by: Vineyard SW Div.



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Introduction

The Town of Vineyard (Vineyard or Town) is an urbanized area located in Utah County, Utah west of Orem, south of Lindon, and north of Provo that serves approximately 3000 residents.

Until 2013, storm water permitting was covered under the State general discharge permit. In 2014 the State required Vineyard to develop a Storm Water Management Plan (SWMP) and apply for separate coverage. This SWMP has been developed to limit, to the maximum extent practicable, the discharge of pollutants to the Vineyard Municipal Separate Storm Sewer System (MS4). This SWMP separately addresses the execution of six (6) minimum control measures to limit the discharge of pollutants to Waters of the State of Utah. The development and implementation of this SWMP will fulfill the requirements under the State of Utah's General Permit for Discharges from Small Municipal Separate Storm Sewer Systems, permit number UTR090000.

The document is organized to follow the permit organization of UTR090000 with permit language in blue text followed by black text describing how Vineyard will comply with each specific requirement of the permit. The effective MS4, best management practices (BMPs), and standard operating procedures (SOPs) that Vineyard has adopted, or will be adopting, to comply with the permit requirements are listed in the following sections. The implementation schedule for each of the specific requirements is included in each section. A few items from the implementation schedule are include below, as they represent requirements that will need to be completed in the near future. In addition, Appendix B contains the entire implementation schedule, for reference. Updates to this SWMP will be accomplished as required. During the updates, accomplished tasks will be noted in the implementation schedule by a green highlight as a way to track progress. For successfully started reoccurring tasks only the start date will be highlighted. Changed and past dates will be highlighted yellow.

Key Staff

The following represent key staff that will have responsible charge of the implementation of this SWMP.

Sam Bell, Stormwater Manager, samb@vineyardtown.com (252) 269-0306

Don Overson, Public Works Director, City Engineer dono@vineyardtown.com (801) 226-1929 Glen Tanner, Utah County Storm Water Coalition glent@utahcounty.gov
2855 South State Street
Provo, Utah 84606
(801) 851-8600

Submittal Requirements

Vineyard will submit the NOI (Appendix A) in conjunction with this SWMP.

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
N/A	N/A	2/28/2015	One-Time	Submit Storm Water Management Plan & Notice of Intent to begin initial permit coverage.	2.1.3
10/1/2015	Life of Permit	Oct. 1	Annually	Submit Annual Report	5.5

One original completed NOI shall be submitted, by mail or hand delivery to:

Attention: UPDES IES Department of Environmental Quality Division of Water Quality 195 North 1950 West PO Box 144870 Salt Lake City, UT 84114-4870

Documentation Process

Documentation of each task/step or event is critical to maintaining compliance with the Permit. The permit requires that within 90 days after coverage is granted, Vineyard Town shall develop and implement an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	90 Days	6/1/2015	One-Time	Create/Develop/Implement on-going Documentation & Tracking Process and Procedures.	4.1.2

Implementation

The Town shall begin implementation within 30 days.

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	30 Days	3/31/2015	One-Time	Begin to implement submitted SWMP as per the implementation schedule.	2.1.7

1.0 Coverage under This Permit

1.1 Authority to Discharge

This General Permit authorizes the discharge, to Waters of the State of Utah, of storm water from a Small MS4 as that term is defined in R317-8-1.6(14) and Part 7.39. of this Permit. This authorization is subject to all of the terms and conditions of this Permit. This General Permit does not authorize discharges prohibited under Part 1.4. of this Permit.

1.2 Permit Area and Eligibility

1.2.1

This Permit covers all areas of the State of Utah except Indian Country (see Part 7.22. of this Permit for a definition of "Indian Country").

1.2.1.1

No operator of a Small MS4 described in 40 CFR 122.32 may discharge from that system without authorization from the Executive Secretary. (See Utah Administrative Code Section R317-8-3.9(1)(h)(1)(a), which sets forth the Permitting requirement, and R317-8-1.10(13), which incorporates 40 CFR 122.32 by reference.) Authorization to discharge under the terms and conditions of this Permit is granted if:

1.2.1.1.1

It applies to an operator of a Small MS4 within the State of Utah but not within Indian Country;

1.2.1.1.2

The operator is not a "large" or "medium" MS4 as defined in 40 CFR 122.26(b)(4) or (7);

1.2.1.1.3

The operator submits a Notice of Intent (NOI) in accordance with Part 2.0 of this Permit;

1.2.1.1.4

The MS4 is located fully or partially within an urbanized area as determined by the latest Decennial Census by the Bureau of Census;

1.2.1.1.5

The operator is ordered by the Executive Secretary to obtain coverage under this Permit, as provided in the UPDES rules, R317-8.

1.2.2

The following are types of authorized discharges:

1.2.2.1

Storm water discharges. This Permit authorizes storm water discharges to waters of the State from the Small MS4s identified in 1.2.1., except as excluded in Part 1.4.

1.2.2.2

Non-storm water discharges. The following non-storm water discharges do not need to be addressed unless the Permittee or the Executive Secretary identifies these discharges as significant sources of pollutants to Waters of the State or as causing or contributing to a violation of water quality standards:

- Water line flushing
- Landscape irrigation
- Diverted stream flows
- Rising ground waters
- *Uncontaminated ground water infiltration*
- *Uncontaminated pumped ground water*
- Discharges from potable water sources
- Foundation drains
- Air conditioning condensate
- *Irrigation water*
- Springs
- Water from crawl space pumps
- Footing drains
- Lawn watering runoff
- Individual residential car washing
- Flows from riparian habitats and wetlands
- Dechlorinated swimming pool discharges
- Residual street wash water
- Dechlorinated water reservoir discharges
- Discharges or flows from <u>emergency</u> firefighting activity

1.3 Local Agency Authority

This Permit does not pre-empt or supersede the authority of local agencies to prohibit, restrict, or control discharges to storm drain systems or other water courses within their jurisdiction.

1.4 Limitations on Coverage

This Permit does not authorize:

1.4.

Discharges that are mixed with sources of non-storm water unless such non-storm water discharges are in compliance with a separate UPDES Permit or are determined not to be a substantial contributor of pollutants to Waters of the State.

1.4.2

Storm water discharges associated with industrial activity as defined in Utah Administrative Code (UAC) R317-8-3.9(6)(c).

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Storm water discharges associated with construction activity as defined in UAC R317-8-3.9(6)(d)(10) and R317-8-3.9(6)(d)(11).

1.4.4

Storm water discharges currently covered under another Permit.

1 4 5

Discharges that would cause or contribute to in-stream exceedances of water quality standards as contained in UAC R317-2.

1.4.6

Discharges of any pollutant into any Waters of the State for which a Total Maximum Daily Load (TMDL) has been approved by EPA unless the discharge is consistent with the TMDL. This consistency determination applies at the time a Notice of Intent is submitted. If conditions change

after coverage is issued, the coverage may remain active provided the conditions and requirements of Part 3.1. of this Permit are complied with.

Vineyard shall comply with all authorized and non-authorized discharges according to $\underline{\text{Sections } 1.2 \text{ and}}$ $\underline{1.4.}$

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2.0 Notice of Intent and Storm Water Management Program Requirements

2.1

The requirements of this Part apply only to Permittees not covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. New Applicants. Permittees that were covered under the previous MS4 general Permit and have submitted a notice of intent (NOI) at least 180 days prior to the expiration date of the previous Permit, are covered by this Permit and instead must follow the requirements of Part 2.3.

2.1.1

New applicants must meet the following application requirements. The Notice of Intent (NOI) must include submittal of the Storm Water Management Program (SWMP) document. Detailed information on SWMP requirements can be found in Part 4.0 of this Permit.

2.1.2

Within 180 days of notification from the Executive Secretary, the operator of the MS4 shall submit a NOI form as provided by the Division at http://www.waterquality.utah.gov/UPDES/storm watermun.htm. (The Division retains the right to grant permission for a later submission date upon good cause shown). One original completed NOI shall be submitted, by mail or hand delivery to:

- Attention: UPDES IES Department of Environmental Quality
 - Division of Water Quality 195 North 1950 West
 - PO Box 144870
 - Salt Lake City, UT 84114-4870

2.1.3

Late submittal of an NOI is prohibited (unless permission has been granted by the Division). If a late NOI is submitted, authorization is only for discharges that occur after Permit coverage is granted. The Executive Secretary reserves the right to take appropriate enforcement actions for any unpermitted discharges.

2.1.4

Where application is made by a new applicant that has assumed operational control of an MS4 for which coverage under this Permit was previously held by a separate entity, the Division may determine that the new applicant shall comply with the Permit requirements in this Permit, as directed for Renewal Permittees. Notification shall be made by the Division of this requirement in writing to the New Applicant prior to issuance of Permit coverage.

2.1.5

Implementation of the Permittee's SWMP must include the six minimum control areas, including Measurable Goals, described in Part 4.2. Measurable Goals for each of the program areas must include, as appropriate, the year by which the Permittee will undertake required actions, including interim milestones and the frequency of the action if applicable.

2.1.6

Implementation of the Permittee's SWMP as described in the Permittee's application is required to begin within 30 days after the completed application is submitted. The Permittee must fully develop and implement the SWMP as discussed in Part 4.0 of the Permit by the end of the Permit term unless a more restrictive timeframe is indicated.

2.1.7

If an Operator is designated by the Division as requiring Permit coverage later than one year after the effective date of this General Permit, the Division may approve alternative deadlines that would allow the Permittee to have its program areas implemented.

Vineyard will submit the NOI in conjunction with this SWMP. Implementation of the plan will include the six (6) minimum control measures as well as measurable goals for each. An implementation schedule is located in the Appendices and includes key dates of implementation.

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
N/A	N/A	2/28/2015	One-Time	Submit Storm Water Management Plan & Notice of Intent to begin initial permit coverage.	2.1.3
3/1/2015	30 Days	3/31/2015	One-Time	Begin to implement submitted SWMP as per the implementation schedule.	2.1.7

2.2 Contents of the Notice of Intent

The Notice of Intent requires, at a minimum, the following information:

2.2.1

Name, address, and telephone number of the principal executive officer, ranking elected official or other duly authorized employee in charge of municipal resources used for implementation of the SWMP;

2.2.2

Name(s)/ identification of Waters of the State as defined by UAC R317-1-1.32 that receive discharges from the Permittee's MS4;

2.2.3

Name of the person responsible for overseeing implementation and coordination of the SWMP;

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Summary description of the overall water quality concerns, priorities, and measurable goals specific to the Permittee that were considered in the development of the SWMP;

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The SWMP document shall consist of, at a minimum, a description of the program elements that will be implemented (or already exist) for each of the SWMP minimum control measures. The plan must be detailed enough for the Division to determine the Permittee's general strategy for complying with the required items in each of the six minimum control measures in the SWMP document (see Part 4.2 of this Permit);

2.2.6

Information on the chosen Best Management Practices (BMPs) and the measurable goals for each of the storm water minimum control measures in Part 4.2 of this Permit and, as appropriate, the timeframe by which the Permittee will achieve required actions, including interim milestones;

2.2.7

Permittees which are applying as Co-Permittees shall each submit an NOI and individual SWMP document which will clearly identify the areas of the MS4 for which each of the Co-Permittees are responsible. Permittees which are relying on another entity(ies) to satisfy one or more of their Permit obligations shall include with the NOI, a summary of the Permit obligations that will be carried out by the other entity(ies). During the term of the Permit, Permittees may terminate or amend shared responsibility arrangements by notifying the Division, provided this does not alter implementation deadlines.

2.2.8

Certification and signature requirements in accordance with Part 6.8.

The submitted NOI addresses each of the applicable <u>Sections 2.2.1 to 2.2.8</u>, see Appendix for attached NOI.

2.3 Storm Water Management Program Plan Description for Renewal Permittees

2.3.1

The requirements of this part apply only to Renewal Permittees that were previously covered under the last MS4 general Permit. New applicants are not required to meet the requirements of this Part and instead must follow the requirements of Part 2.0.

2.3.2

Renewal Permittees must submit a revised SWMP document to the Division within 120 days of the effective date of this Permit, which includes at a minimum, the following information:

- 2.3.2.1 Permit Number
- 2.3.2.2 MS4 Location Description and Map

2.3.2.3 Water Quality

Information regarding the overall water quality concerns, priorities, and measurable goals specific to the Permittee that were considered in the development and/or revisions to the SWMP document.

2.3.2.4

A description of the program elements that will be implemented (or are already being implemented) in each of the six minimum control measures (see Part 4.0);

2.3.2.5 Modifications to City Ordinances

A description of any modifications to ordinances or long-term/ongoing processes implemented in accordance with the previous MS4 general Permit for each of the six minimum control measures.

2.3.2.6

A description of how the Permittee intends to meet the requirements Permit as described in Part 4.0 by either referencing existing program areas that already meet the Permit requirements or a description and relevant measurable goals that include, as appropriate, the year by which the Permittee will achieve required actions, including interim milestones.

2.3.2.7

Indicate the joint submittal (s) of Co-Permittees (if applicable) and the associated responsibility (ies) in meeting requirements of the SWMP.

2.3.2.8

Certification and signature requirements in accordance with Part 6.8.

2.3.2.9

The revised SWMP document must contain specific details for complying with the required items in each of the six minimum control measures contained within the SWMP document (See Part 4.2.).

Vineyard is not a renewal Permittee and therefore <u>Section 2.3</u> does **NOT** apply.

3.0 Special Conditions

3.1 Discharges to Water Quality Impaired Waters

3.1.1 *Applicability: Permittees must:*

3.1.1.1 Impaired Body Determination

Determine whether storm water discharge from any part of the MS4 contributes to a 303(d) listed (i.e., impaired) water body. A 303(d) list of impaired water bodies is available at:

<u>http://www.deq.utah.gov/ProgramsServices/programs/water/wqmanagement/assessment/PreviousIR.htm</u>

Water quality impaired waters means any segment of surface waters that has been identified by the Division as failing to support classified uses. If the Permittee has discharges meeting these criteria, the Permittee must comply with Part 3.1.2 below and if no such discharges exist, the remainder of this Part 3.1 does not apply.

3.1.1.2 TMDL Requirements

If the Permittee has "303(d)" discharges described above, the Permittee must also determine whether a Total Maximum Daily Load (TMDL) has been developed by the Division and approved by EPA for the listed water body. If there is an approved TMDL, the Permittee must comply with all requirements associated with the TMDL as well as the requirements of Part 3.1.2 below and if no TMDL has been approved, the Permittee must comply with Part 3.1.2 below and any TMDL requirements once it has been approved.

3.1.2 Water Quality Controls for Discharges to Impaired Water Bodies

If the Permittee discharges to an impaired water body, the Permittee must include in its SWMP document a description of how the Permittee will control the discharge of the pollutants of concern. This description must identify the measures and BMPs that will collectively control the discharge of the pollutants of concern. The measures should be presented in the order of priority with respect to controlling the pollutants of concern.

3.1.3

Where a discharge is already authorized under this Permit and is later determined to cause or have the reasonable potential to cause or contribute to the violation of an applicable water quality standard, the Division will notify the Permittee of such violation(s). The Permittee must take all necessary actions to ensure future discharges do not cause or contribute to the violation of a water quality standard and document these actions as required by the Division. If violations remain or reoccur, coverage under this Permit may be terminated by the Division and an alternative general Permit or individual Permit may be issued. Compliance with this requirement does not preclude any enforcement activity as provided by the Utah Water Quality Act for the underlying violation.

3.1.2

The Town of Vineyard discharges storm water into Utah Lake (Waterbody ID #UT000036). The EPA's 2010 Integrated Report 303 (d) classifies Utah Lake as an impaired water body with a defined total maximum daily load (TMDL) for un-ionized ammonia, cyanide, lead, and zinc (EPA TMDL ID #32446). Other listed impairments to the waterbody requiring future TMDLs include: PCB(s) in fish tissue, total phosphorus, and total dissolved solids (TDS) (salinity, chlorides, TDS, and sulfates).

3.1.2.1

Listed in the table below are the NPDES allocations for pollutants listed in the <u>TMDL Document for Utah Lake</u>, Vineyard shall comply with all requirements associated with the TMDL.

TMDL Pollutant	Waste Load Allocation (Lbs/day)	TMDL End Point (Daily Maximum)	TMDL Pollutant Source Type
Ammonia	323	5.72 mg/L	Point/Nonpoint
Cyanide	31	0.022 mg/L	Point/Nonpoint
Lead	21	0.082 mg/L	Point/Nonpoint
Zinc	31	0.12 mg/L	Point/Nonpoint

None of the TMDLs identified were specifically due to storm water discharges. Utah County has implemented BMPs to limit the use of fertilizers as well as inform the public about proper use of chemicals and the effect illicit discharges have on the Waters of the State. Vineyard will follow the County's implemented BMPs to limit Ammonia discharges from fertilizer use.

3.2 Nitrogen and Phosphorus Reduction

3.2.1

As part of the Permittee's Storm Water Management Plan (SWMP), all Permittees must specifically address the reduction of water quality impacts associated with nitrogen and phosphorus in discharges from the MS4.

3.2.2

The Permittee can meet the requirements of this section through contribution to a collaborative program (e.g., stormwater coalitions) to evaluate, identify, target, and provide outreach that addresses sources State-wide or within a specific region or watershed.

3.2.3

The Permittee must determine and target sources (e.g., residential, industrial, agricultural, or commercial) that are contributing to, or have the potential to contribute, nitrogen and phosphorus to the waters receiving the discharge authorized under this permit.

3.2.4

The Permittee must prioritize which targeted sources are likely to obtain a reduction in nitrogen and phosphorus discharges through education. The Permittee must distribute educational materials or equivalent outreach to the prioritized targeted sources. Educational materials or equivalent outreach must describe storm water quality impacts associated with nitrogen and phosphorus in storm water and illicit discharges.

Vineyard will determine sources that are contributing to, or have the potential to contribute, nutrients to the waters receiving the MS4 discharge authorized under this Permit. Vineyard will then prioritize these targeted sources and distribute educational materials or equivalent outreach accordingly in collaboration with the Utah County Storm Water Coalition and Utah Lake Commission.

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
9/1/2016	365 Days	9/1/2017	On going	Collaborate with UCSWC and ULC to target sources of N and P pollution and provide nutrient reduction education	3.2

3.3 Co-Permittees

3.3.1

Two or more operators of interrelated or neighboring Small MS4s may apply as Co- Permittees.

3.3.2

In order to be permitted as Co-Permittees, the MS4(s) must each submit an NOI complete with BMP measurable goals and implementation milestones. Each description of the MS4(s) Storm Water Management Program Plan(s) must clearly describe which Permittees are responsible for implementing each of the control measures.

3.3.3

Each Co-Permittee is individually liable for:

3.3.3.1

Permit compliance for discharges from portions of the MS4 where it is the operator and for areas within its legal jurisdiction;

3.3.3.2

Ensuring that the six minimum control measures described in Part 4.2 are implemented for portions of the MS4 where it is the operator and in areas within its legal jurisdiction; and

3.3.3.3

If any Permit conditions are established for specific portions of the MS4, Co-Permittees need only comply with the Permit conditions relating to those portions of the MS4 for which they are the operator.

3.3.4

Each Co-Permittee is jointly liable for compliance with annual reporting requirements listed in Part 5.5, except that a Co-Permittee is individually liable for any parts of the annual report that relate exclusively to portions of the MS4 where it is the operator.

3.3.5

Specific Co-Permittees are jointly liable for Permit compliance on portions of the MS4 as follows:

3.3.5.1

Where operational or storm water management program implementation authority over portions of the MS4 has been transferred from one Co-Permittee to another in accordance with legally binding interagency agreements, both the owner and the operator may be jointly liable for Permit compliance on those portions of the MS4; and;

3.3.5.2

Where one or more Co-Permittees jointly own or operate a portion of the MS4, each owner/operator is jointly liable for compliance with Permit conditions on the shared portion of

the MS4.

Vineyard is not a Co-Permittee and therefore <u>Section 3.3</u> does **NOT** apply.

4.0 Storm Water Management Program

Permittees covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. Renewal Permittees, are expected to have fully implemented all of the following six minimum control measures as required in the previous Permit term. Permittees that were newly designated during the previous Permit term have 5 years from the date of their submitted NOI to develop, fully implement and enforce their Storm Water Management Program (SWMP). A Renewal Permittee must continue to implement its SWMP designed to reduce the discharge of pollutants from the MS4 as described in the application and submittals provided in accordance with the previous MS4 General Permit, while updating its SWMP document pursuant to this Permit. This Permit does not extend the compliance deadlines set forth in the previous MS4 General Permit unless specifically noted. All requirements contained in this renewal Permit are effective immediately unless an alternative timeframe is indicated.

4.1 Requirements

4.1.1 All Permittees must develop, implement, and enforce a SWMP designed to reduce the discharge of pollutants from the MS4, protect water quality, and satisfy the appropriate water quality requirements of the Utah Water Quality Act. The SWMP must include the six minimum control measures described in Part 4.2 of this Permit.

- 4.1.1.1 The SWMP shall be developed and implemented in accordance with the schedules contained in Part 4.0.of this Permit.
- 4.1.2 Each Permittee shall have an ongoing documentation process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation.
 - 4.1.2.1 Each Permittee shall track the number of inspections performed, official enforcement actions taken, and types of public education activities implemented as required for each SWMP component. This information shall be provided to the Division upon request and used by the Division to determine compliance with this Permit.
 - 4.1.2.2 Each Permittee must secure the resources necessary to meet all requirements of this permit. Each Permittee must conduct an annual analysis of the capital and operation and maintenance expenditures needed, allocated, and spent as well as the necessary staff resources needed and allocated to meet the requirements of this permit, including any development, implementation, and enforcement activities required. Each Permittee must submit a summary of its fiscal analysis with each annual report.
- 4.1.3 The SWMP document shall include Best Management Practices (BMPs) that the Permittee or another entity will implement for each of the storm water minimum control measures.
 - 4.1.3.1 The measurable goals for each of the BMPs shall include, as appropriate, the months and years in which the Permittee will undertake required actions, including interim milestones and the frequency of the actions.
 - 4.1.3.2 The SWMP document shall indicate the person or persons responsible for implementing or coordinating the BMPs contained within the SWMP document.
 - 4.1.3.3 The revised SWMP document shall clearly identify the roles and responsibilities of all offices, departments, divisions, or sub-sections and if necessary other responsible entities and it shall include any necessary agreements, contracts, or memorandum of understanding (MOUs) between said entities that affect the implementation and operation of the SWMP. Necessary agreements, contracts, and MOUs shall deal with coordination or clarification of the responsibilities associated with the detection and elimination of improper connections or illicit discharges to the MS4, BMP coordination or other coordinated programs or sensitive issues of unclear or overlapping responsibility. Such agreements, contracts, and MOUs shall be retained by the Permittee as required by the SWMP document.

4.1.2

The SWMP for Vineyard shall be implemented and coordinated by the <u>Public Works Director and</u> <u>Storm Water Manager</u>. The Town's <u>Public Works Department</u> shall have an ongoing documentation

process for gathering, maintaining, and using information to conduct planning, set priorities, track the development and implementation of the SWMP, evaluate Permit compliance/non-compliance, and evaluate the effectiveness of the SWMP implementation. The following items shall be recorded and tracked:

- 1. Pre and post construction meetings
- 2. SWPPP reviews
- 3. Storm drain cleaning activities
- 4. Inspections of key Town facilities
- 5. SWMP enforcement actions
- 6. Participation with the Utah County Storm Water Coalition
- 7. Public education events and training

The documentation method will be periodically re-evaluated to investigate improved methods, as well as expanded and/or modified as needed to ensure compliance, efficiency, and ease of use for the Town. As other components of the program are developed, additional documentation will be recorded.

4.1.2.2

It is anticipated that the Town will fund storm water management through the general fund, until a storm water utility fee is implemented by ordinance. As the program is implemented the Town will track man hours and costs for future budgeting purposes. The vast majority of costs associated with the program are anticipated to be man hours through a combination of existing Vineyard Staff, the Utah County Storm Water Coalition, additional personnel, and possibly contractors from time to time. The Town will evaluate the costs of executing the initiatives set forth in this SWMP and make appropriate budget allocations each year.

Update 7/16: Vineyard has implemented a storm water utility. This utility is expected to cover the cost of the MS4 Program as of FY '16-17.

4.1.3

This SWMP discusses implementation of BMPs for each of the six (6) minimum control measures. BMPs, as defined by Utah's Small MS4 General Permit, are the:

"Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage."

An implementation schedule will be provided listing the months and years for which the Town will undertake the required BMP actions, and will also include interim milestones for the BMPs, and frequency of the actions. The implementation schedule can be found in the Appendix B.

Sta Da		Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2	015	90 Days	6/1/2015	One-Time	Create/Develop/Implement on-going Documentation & Tracking Process and Procedures.	4.1.2

3/1/2015	120 Days 7/1/2015	2015	One-Time	Create/Develop/Implement ordinance for Storm Water Utility Fee	4.1.2.2
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4.2 Minimum Control Measures

Permittees covered under the previous General Permit for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems, i.e. Renewal Permittees, are expected to have completed all of the following six (6) minimum control measures as required in the previous Permit term. A Renewal Permittee must continue to implement its Storm Water Management Program (SWMP) as described in the application and submittals provided in accordance with the previous MS4 general Permit, while updating its SWMP document pursuant to this Permit. This Permit does not extend the compliance deadlines set forth in the previous MS4 general Permit unless specifically noted.

The six (6) minimum control measures that must be included in the storm water management program are:

- 1. Public Education and Outreach on Storm Water Impacts
- 2. Public Involvement/Participation
- 3. Illicit Discharge Detection and Elimination (IDDE)
- 4. Construction Site Storm Water Runoff Control
- 5. Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)
- 6. Pollution Prevention and Good Housekeeping for Municipal Operations

4.2.1 Public Education and Outreach on Storm Water Impacts

The Permittee must implement a public education and outreach program to promote behavior change by the public to reduce water quality impacts associated with pollutants in storm water runoff and illicit discharges. Outreach and educational efforts shall include a multimedia approach and shall be targeted and presented to specific audiences for increased effectiveness. The educational program must include documented education and outreach efforts for the following four audiences: (1) residents, (2) businesses, institutions, and commercial facilities, (3) developers and contractors (construction), and (4) MS4-owned or operated facilities. The minimum performance measures that should be based on the land uses and target audiences found within the community include:

4.2.1.1 Pollutants Targeted

Target specific pollutants and pollutant sources determined by the Permittee to be impacting, or have the potential to impact, the beneficial uses of receiving water. This includes providing information which describe the potential impacts from storm water discharges; methods for avoiding, minimizing, reducing and /or eliminating the adverse impacts of storm water discharges; and the actions individuals can take to improve water quality, including encouraging participation in local environmental stewardship activities, based on the land uses and target audiences found within the community;

4.2.1.2 Information Given to the General Public

Provide and document information given to the general public of the Permittee's prohibitions against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: maintenance of septic systems; effects of outdoor activities such as lawn care (use of pesticides, herbicides, and fertilizers); benefits of on-site infiltration of storm water; effects of automotive work and car washing on water quality; proper disposal of swimming pool water; and proper

management of pet waste.

4.2.1.3 Information Given to Businesses and Institutions

Provide and document information given to institutions, industrial, and commercial facilities on an annual basis of the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics. These topics are not inclusive and the Permittee must focus on those topics most relevant to the community: proper lawn maintenance (use of pesticides, herbicides and fertilizer); benefits of appropriate on-site infiltration of storm water; building and equipment maintenance (proper management of waste water); use of salt or other deicing materials (cover/prevent runoff to storm system and contamination to ground water); proper storage of materials (emphasize pollution prevention); proper management of waste materials and dumpsters (cover and pollution prevention); and proper management of parking lot surfaces (sweeping). This education can also be a part of the Illicit Discharge Detection and Elimination measure detailed in Part 4.2.3.

4.2.1.4 Information Given to Engineers, Construction Contractors, and Developers

Provide and document information given to engineers, construction contractors, developers, development review staff, and land use planners concerning the development of storm water pollution prevention plans (SWPPPs) and BMPs for reducing adverse impacts from storm water runoff from development sites. This education can also be a part of the Construction Site Storm Water Runoff minimum control measure detailed in Part 4.2.4.

4.2.1.5 Information and Training Given to City Employees

Provide and document information and training given to employees of Permittee-owned or operated facilities concerning the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste. The Permittee must at a minimum consider the following topics: equipment inspection to ensure timely maintenance; proper storage of industrial materials (emphasize pollution prevention); proper management and disposal of wastes; proper management of dumpsters; minimization of use of salt and other decicing materials (cover/prevent runoff to MS4 and ground water contamination); benefits of appropriate on-site infiltration (areas with low exposure to industrial materials such as roofs or employee parking); and proper maintenance of parking lot surfaces (sweeping).

4.2.1.6 Information Given to MS4 Engineers, Development Land Planners and Plan Review Staff Regarding Low Impact Development (LID) Practices

Provide and document information and training given to MS4 engineers, development and plan review staff, land use planners, and other parties as applicable to learn about Low Impact Development (LID) practices, green infrastructure practices, and to communicate the specific requirements for post-construction control and the associated Best Management Practices (BMPs) chosen within the SWMP.

4.2.1.7 Program Evaluation

An effective program must show evidence of focused messages and audiences as well as demonstration that the defined goal of the program has been achieved. The Permittee must define the specific messages for each audience. The Permittee must identify methods that will be used to evaluate the effectiveness of the educational messages and the overall education program. Any methods used to evaluate the effectiveness of the program must be tied to the defined goals of the program and the overall objective of changes in behavior and knowledge. One method of evaluation of the program may be an evaluation of audience knowledge prior to commencement of the educational message followed by an evaluation after delivery of the message, such as a

survey.

4.2.1.8 BMP Rational

The Permittee must include written documentation or rationale as to why particular BMPs were chosen for its public education and outreach program.

Minimum Control Measure #1: Public Education and Outreach on Storm Water Impacts

The Town of Vineyard is a member of the Utah County Storm Water Coalition (UCSWC), and it was agreed that UCSWC would cover the Public Education and Outreach Program requirements of the permit for all of the participating members. As this is the first edition of a SWMP for the Town, it is assumed that development of the educational and outreach BMPs from the UCSWC and neighboring communities have been effective. Vineyard will continue coordinating with and participating in the UCSWC for the purpose of providing further education and training to Town staff and its citizens. In the future, Vineyard will take a more active role in evaluating and modifying its own Public Education and Outreach program. Initially, Vineyard's Education and Outreach Program, partnered with the UCSWC, includes involvement in:

- Fourth Grade Educational Program
- Utah County Storm Water Coalition
- Community/Residential Outreach Program
- Commercial Outreach Program
- Urban Development Outreach Program
- Town Employees Training Program

4.2.1.1

The Town, in conjunction with the UCSWC, will continue to improve their educational program. The program will include education about Vineyard's SWMP and will provide information about potential impacts from storm water discharge, methods to avoid, minimize, and reduce impacts of storm water discharge, as well as the actions each individual can take to help improve water quality. The program will encourage public involvement and participation through local environmental activities. Common pollutants outlined on the UCSWC website include:

- Motor oil
- Yard clippings
- Fertilizers and pesticides
- Soapy car wash water
- Eroded sediment from construction projects
- Litter
- Animal waste
- Road salts

4.2.1.2

The Town, in conjunction with the UCSWC, will provide and document information given to the **GENERAL PUBLIC** of prohibitions against illicit discharges and improper disposal of waste along with the associated negative impacts. Information provided to Town residents and businesses shall at a minimum include:

- Proper maintenance of septic systems
- Proper use of pesticides, herbicides, and fertilizers
- Proper disposal of pesticides, herbicides and fertilizers
- Benefits of on-site storm water infiltration and how the public can provide their own on-site storm water infiltration systems
- Information about car washing and its adverse effect to water quality
- Information about proper care and disposal of automotive fluids
- Proper disposal of swimming pool water
- Proper management of pet wastes

4.2.1.3

The Town will provide and document information given to institutions, industrial, and commercial facilities **ANNUALLY** regarding the storm water quality impacts associated with illicit discharges and improper disposal of waste. Information shall be distributed at least once a year through the Town's newsletter and also to new persons or businesses applying for a license or a building permit. The main topics of education shall at a minimum include:

- Effects of lawn care activities (use of pesticides, herbicides and fertilizers as well as yard waste disposal)
- Benefits of appropriate on-site infiltration of storm water
- Proper management of waste water from building and equipment maintenance
- Prevention of runoff to storm system and contamination of ground water from use of salt or deicing materials
- Proper storage of materials to prevent pollution
- Proper management of waste materials and dumpsters to prevent pollution
- Proper management of parking lot surfaces (sweeping)

4.2.1.4

The Town will provide and document information given to **ENGINEERS**, **CONSTRUCTION CONTRACTORS**, **DEVELOPERS**, **DEVELOPMENT REVIEW STAFF**, and **LAND USE PLANNERS**. The Town has adopted the Utah/EPA SWPPP template for construction activities along with the Town's New Construction Permit to help reduce the adverse impacts from storm water runoff from development sites. A pre-construction meeting is held between an Engineering Department Inspector and the developer to go over the permit requirements, SWPPP template, erosion controls, sediment controls, good housekeeping controls and post-construction controls.

4.2.1.5

The Town will provide and document information and training given to **EMPLOYEES OF PERMITTEE-OWNED OR OPERATED FACILITIES** concerning the Permittee's prohibition against and the water quality impacts associated with illicit discharges and improper disposal of waste.

- Equipment inspection for proper and timely maintenance
- Proper storage of industrial materials to prevent pollution
- Proper management and disposal of wastes and management of dumpsters
- Prevention of runoff to storm system and contamination of ground water from use of salt or deicing materials

• Benefits of appropriate on-site infiltration of storm water in areas with low exposure to industrial materials such as roofs or employee parking

• Proper maintenance of Town owned parking lot surfaces (sweeping)

4.2.1.6

The Town will provide and document information and training given to MS4 ENGINEERS, DEVELOPMENT AND PLAN REVIEW STAFF, LAND USE PLANNERS, and OTHER PARTIES as applicable to learn about:

- Low Impact Development (LID) practices
- Green infrastructure practices
- Requirements for post-construction storm water control
- BMPs chosen in this SWMP

4.2.1.7

The Town will evaluate the effectiveness of its education and outreach program **YEARLY** and make adjustments where needed. From time to time the UCSWC may administer surveys to determine what type of information is effectively reaching the citizens and how the information should be conveyed to the public. The Town will follow the lead of the UCSWC in updating its outreach program according to information received from these surveys.

Minimum Control Measure #1 - Implementation Schedule

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	90 days	6/1/2015	On-going	Join the Utah County Storm Water Coalition. (Document)	
3/1/2015	Life of Permit	Life of Permit	Bi- Monthly	Attend coalition meeting. (Document)	4.2.1
6/1/2015	30 Days	7/1/2015	On-going	Designate Staff member to be responsible for creating SW Education Piece on Website.	4.2.1
7/1/2015	N/A	Life of Permit	Annual	Formal Employee Training. (Document)	4.2.1.5
7/1/2015	N/A	Life of Permit	Quarterly	Publish SWPP Education Article on Town's Website. (Document)	4.2.1
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution to the general public - review and update annually (Document initial completion, annual review, and updates).	4.2.1.2
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution to businesses & Institution	4.2.1.3

		- review and update annually	
		(Document initial completion, annual	
		review, and updates).	

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution engineers, construction contractors, developers, & land Planners - review and update annually (Document initial completion, annual review, and updates).	4.2.1.4
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution to permittee staff - review and update annually (Document initial completion, annual review, and updates).	4.2.1.5
1/1/2016	24 Months	1-Jan-18	On-going	Create/Develop LID technologies information packet for distribution to staff, engineers, developers, contractors - review and update annually (Document initial completion, annual review, and updates).	4.2.1.6
1/1/2016	24 Months	1-Jan-18	On-going	Create/Develop/Implement SOP's for each relevant process and procedure (Document initial completion, annual review, and updates).	4.2.1

4.2.2 Public Involvement/Participation

The Permittee must implement a program that complies with applicable State and Local public notice requirements. The SWMP shall include ongoing opportunities for public involvement and participation such as advisory panels, public hearings, watershed committees, stewardship programs, environmental activities, other volunteer opportunities, or other similar activities. The Permittee should involve potentially affected stakeholder groups, which include but is not limited to, commercial and industrial businesses, trade associations, environmental groups, homeowners associations, and education organizations. The minimum performance measures are:

4.2.2.1 Comment Opportunities

Permittees shall adopt a program or policy directive to create opportunities for the public to provide input during the decision making processes involving the development, implementation and update of the SWMP document including development and adoption of all required ordinances or regulatory mechanisms.

4.2.2.2 Public Review of SWMP

Renewal Permittees shall make the revised SWMP document available to the public for review

and input within 120 days from the effective date of this Permit. New Applicants shall make the SWMP document available to the public for review and input within 180 days of receiving notification from the Executive Secretary of the requirement for Permit coverage.

4.2.2.3 Public Availability

A current version of the SWMP document shall remain available for public review and input for the life of the Permit. If the Permittee maintains a website, the latest version of the SWMP document shall be posted on the website to allow the public to review and provide input.

4.2.2.4 State and Local Public Notice Compliance

The Permittee must at a minimum comply with State and Local public notice requirements when implementing a public involvement/participation program.

Minimum Control Measure #2: Public Involvement/Participation

An active community is important to the overall success of the SWMP. Public participation generates broader public support, shorter implementation schedules, a wider base of expertise, and the development of important relationships with other community and government programs. Opportunities will be available for the public to play a role in further development of the SWMP through:

- Advisory panels
- Public hearings
- Stewardship programs
- Other volunteer activities and opportunities

4.2.2.1, 4.2.2.2, 4.2.2.3, 4.2.2.4

The Town officials will continually reach out to potentially affected businesses, trade associations, environmental groups, home owners associations, and educational organizations regarding further development of the SWMP. Each BMP was selected to provide a means for involvement of the public and to function as an educational platform for the public on storm water issues. The program includes:

- Comment Opportunities during SWMP development and development of SWMP ordinances
- Public Participation and SWMP Review
 - The SWMP document will be available to the public for review and input within 180
 Days of receiving notification from the Executive Secretary of the requirement for Permit coverage.
 - Public shall be allowed to review and comment on the SWMP on an on-going basis.
 Comments will be evaluated and changes to the SWMP will be made as appropriate.
 - A current version of the SWMP document shall remain available for public review
 and input for **the life** of the Permit. Vineyard maintains a website and the latest
 version of the SWMP document shall be posted on the website to allow the public to
 review and provide input.
- Public Notice Compliance Requirements will be followed.

Vineyard will comply with all applicable State and Local public notice requirements, as per Utah Code—Title 52—Chapter 04--Open and Public Meetings Act. Additionally, the Town will comply with all Noticing Requirements in the Town's ordinances.

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	180 days	9/1/2015	Annual	Create/Develop/Implement a Public Involvement/Participation Program in compliance with Section 4.2.2.	4.2.2
3/1/2015	180 days	9/1/2015	On-going	Create/develop/adopt program to create opportunities for public to provide input during decision making process involving Storm Water Management. (Document initial completion, annual review, and updates)	4.2.2.1
3/1/2015	180 days	9/1/2015	Annual	Publish most current SWMP on city website and provide method for public to comment.	4.2.2.2 & 4.2.2.3

4.2.3 Illicit Discharge Detection and Elimination (IDDE)

All Permittees shall develop, implement and enforce an IDDE program to systematically find and eliminate sources of non-storm water discharges from the MS4 and to implement defined procedures to prevent illicit connections and discharges according to the minimum performance measures listed below within 18 months of receiving coverage under this Permit unless a different timeframe is indicated. The IDDE program must be described in writing, incorporated as part of the Permittee's SWMP document, and contain the elements detailed in this part of the Permit. The minimum performance measures are:

4.2.3.1 Storm Drain System Map

Maintain a current storm sewer system map of the MS4 showing the location of all municipal storm sewer outfalls with the names and location of all State waters that receive discharges from those outfalls, storm drain pipe and other storm water conveyance structures within the MS4.

4.2.3.2 Ordinances Pertaining to Illicit Discharges

Effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges to the MS4, including spills, illicit connections, illegal dumping and sanitary sewer overflows ("SSOs") into the storm sewer system, require removal of such discharges consistent with Part 4.2.3.6 of this Permit, and implement appropriate enforcement procedures and actions. The Permittee must have a variety of enforcement options in order to apply escalating enforcement procedures as necessary for the severity of violation and/or the recalcitrance of the violator. Exceptions are discharges pursuant to a separate UPDES Permit (other than the UPDES Permit for discharges from the MS4) and non-storm water discharges listed in Part 1.2.2.2.

4.2.3.2.1 *IDDE Program*

The IDDE program must have adequate legal authority to detect, investigate, eliminate and enforce against non-storm water discharges, including illegal dumping, into the MS4. Adequate legal authority consists of an effective ordinance, by-law, or other regulatory mechanism. The documented IDDE program that is included in the Permittee's SWMP must include a reference or citation of the authority the Permittee will use to implement all aspects

of the IDDE program.

4.2.3.3 Dry Weather Screening Program

Develop, implement and prepare in writing a plan to detect and address non-storm water discharges to the MS4, including spills, illicit connections, sanitary sewer overflows and illegal dumping. The plan shall include:

4.2.3.3.1 Procedures for Locating Priority Areas

Develop and implement written systematic procedures for locating and listing the following priority areas likely to have illicit discharges (if applicable to the jurisdiction):

- Areas with older infrastructure that are more likely to have illicit connections;
- *Industrial, commercial, or mixed use areas;*
- Areas with a history of past illicit discharges;
- Areas with a history of illegal dumping;
- Areas with onsite sewage disposal systems;
- Areas with older sewer lines or with a history of sewer overflows or crossconnections; and
- Areas upstream of sensitive water bodies.
- Other areas the Permittee determines to be likely to have illicit discharges.

The Permittee must document the basis for its selection of each priority area and create a list of all priority areas identified in the system. This priority area list must be updated annually to reflect changing priorities.

- 4.2.3.3.2 Field inspections of areas which are considered a priority area as identified in Permit Part 4.2.3.3.1. Compliance with this provision shall be achieved by inspecting each priority area annually at a minimum. All field assessment activities shall utilize an inspection form to document findings.
- 4.2.3.3.3 Dry weather screening (See Definition 7.13) activities for the purpose of verifying outfall locations and detecting illicit discharges that discharge within the Permittee's jurisdiction to a receiving water. All outfalls shall be inspected at least once during the 5-year Permit term. Dry weather screening activities shall utilize an inspection form to document findings.
- 4.2.3.3.4 If the Permittee discovers or suspects that a discharger may need a separate UPDES Permit (e.g. Industrial Storm Water Permit, Dewatering Permit), the Permittee shall notify the Division.

4.2.3.4 Illicit Discharge Source Tracing

Implement standard operating procedures (SOPs) or similar type of documents for tracing the source of an illicit discharge; including visual inspections, and when necessary, opening manholes, using mobile cameras, using field tests of selected chemical parameters as indicators of discharge sources, collecting and analyzing water samples for the purpose of determining sanctions or penalties, and/or other detailed inspection procedures.

4.2.3.5 Illicit Discharge Response

Implement standard operating procedures (SOPs) or similar type of documents for characterizing the nature of, and the potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee by the hotline or other telephone number described in 4.2.3.9. These procedures shall include detailed instructions for evaluating how the discharge shall be immediately contained and steps to be taken for containment of the discharge.

Compliance with this provision will be achieved by initiating an investigation immediately upon being alerted of a potential illicit discharge.

4.2.3.5.1 IDDE Inspection Report

When the source of a non-storm water discharge is identified and confirmed, the Permittee must record the following information in an inspection report: the date the Permittee became aware of the non-storm water discharge, the date the Permittee initiated an investigation of the discharge, the date the discharge was observed, the location of the discharge, a description of the discharge, the method of discovery, date of removal, repair, or enforcement action; date, and method of removal verification. Analytical monitoring may be necessary to aid in the identification of potential sources of an illicit discharge and to characterize the nature of the illicit discharge. The decision process for utilizing analytical monitoring must be fully documented in the inspection report.

4.2.3.6 Ceasing Illicit Discharges

Develop and implement standard operating procedures (SOPs) or similar type of documents for ceasing the illicit discharge, including notification of appropriate authorities; notification of the property owner; technical assistance for removing the source of the discharge or otherwise eliminating the discharge; follow-up inspections; and escalating enforcement and legal actions if the discharge is not eliminated. Illicit discharges to the MS4 are prohibited and any such discharges violate this Permit and remain in violation until they are eliminated. Upon detection, the Permittee shall require immediate cessation of improper disposal practices upon confirmation of responsible parties in accordance with its enforceable legal authorities established pursuant to Part 4.2.3.2.1 of this Permit.

4.2.3.6.1 IDDE Investigation Documentation

All IDDE investigations must be thoroughly documented and may be requested at any time by the Division. If a Permittee is unable to meet the minimum performance measures outlined in Parts 4.2.3.5. or 4.2.3.6., the Permittee must immediately submit to the Division written documentation or rationale describing the circumstances why compliance with the minimum performance measures was not possible. All IDDE documentation must be included in the SWMP document.

4.2.3.7 Improper Disposal of Waste

Permittees shall inform public employees, businesses, and the general public of hazards associated with illicit discharges and improper disposal of waste.

4.2.3.8 Household Hazardous Waste Collection

Permittees shall promote or provide services for the collection of household hazardous waste.

4.2.3.9 Reporting Hotline

Permittees shall publicly list and publicize a hotline or other local telephone number for public reporting of spills and other illicit discharges. A written record shall be kept of all calls received, all follow-up actions taken, and any feedback received from public education efforts.

4.2.3.9.1 Spill Response Procedures

The Permittee must develop a written spill/dumping response procedure, and a flow chart for internal use, that shows the procedures for responding to public referrals of illicit discharges, the various responsible agencies and their contacts, and who would be involved in illicit discharge incidence response, even if it is a different entity other than the Permittee. The procedure and list must be incorporated as part of the IDDE program and incorporated

into the Permittee's SWMP document. The list must be maintained and updated as changes occur.

4.2.3.10 IDDE Program Evaluation

Permittees shall adopt and implement procedures for program evaluation and assessment which includes maintaining a database for mapping, tracking of the number and type of spills or illicit discharges identified; and inspections conducted.

4.2.3.11 IDDE Employee Training

Permittees shall at a minimum, ensure that all staff, contracted staff, or other responsible entities receives annual training in the IDDE program including identification, investigation, termination, cleanup, and reporting of illicit discharges including spills, improper disposal, and illicit connections. All Permittees shall ensure that all new hires are trained immediately upon hire and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. The Permittee shall provide training to all field staff that as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the MS4. The Permittee shall also train office personnel who might receive initial reports of illicit discharges. Training shall include how to identify a spill, an improper disposal, or an illicit connection to the MS4 and proper procedures for reporting the illicit discharge. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall include a summary of such training in the annual report.

4.2.3.12 IDDE Documentation

The Division reserves the right to request documentation or further study of a particular nonstorm water discharge of concern, to require a reasonable basis for allowing the non-storm water discharge and excluding the discharge from the Permittee's program, and to require inclusion of the discharge in the Permittee's program, if water quality concerns cannot otherwise be reasonably satisfied.

Minimum Control Measure #3: Illicit Discharge Detection and Elimination Program

This measure is intended to minimize illicit discharges (discharges other than storm water) into the storm drain system. Storm drain systems are not designed to accept, convey, or discharge non-storm water flows. Eliminating illicit discharges helps to prevent pollutants from entering receiving waters and also helps to maintain storm water infrastructure. The program includes:

- Storm Drain System Map
- City Ordinances Pertaining to Illicit Discharges
- Dry Weather Screening Program
- Illicit Discharge Detection
- IDDE Education and Public Outreach

4.2.3.1

The Town will maintain and update a storm drain system map showing the location of all MS4 outfalls with the names and location of all the Waters of the State that receive discharges from the MS4 storm water conveyance system.

4.2.3.2

The Town has yet to adopt any ordinance pertaining to illicit discharges. As the SWMP is further developed, ordinances will be adopted to prohibit all discharges except those permitted in section 1.2.2.2 of the permit. The IDDE program shall be developed following the adoption of ordinances and codes pertaining to illicit discharges and will be enforced through these new Town ordinances and in accordance with this SWMP.

4.2.3.3

The Town will prepare and implement a written dry weather screening program to detect and address non-storm water discharges to the MS4, including:

- Spills
- Illicit connections
- Sanitary sewer overflows
- Illegal dumping

4.2.3.3.1

The Town will develop and implement a set of written procedures for locating and listing priority areas likely to have illicit discharges. A list of all priority areas identified and criteria used for selection of each priority area shall be documented. The list shall be updated **ANNUALLY** to reflect changing priorities. Priority areas may include:

- Areas with older infrastructure
- Industrial, commercial, or mixed use areas
- Areas with a history of past illicit discharges
- Areas with a history of illegal dumping
- Areas with onsite sewage disposal systems
- Areas with older sewer lines or with a history of sewer overflows or cross-connections
- Areas upstream of sensitive water bodies

4.2.3.3.2

The Town shall conduct field assessment activities to verify outfall locations and detect illicit discharges, including dry weather screening of outfalls or facilities serving priority areas shown on the Town's list of priority areas. Additionally, the Town shall provide routine dry weather screening of all outfalls that discharge within the Town's jurisdiction to a receiving water. Field assessments shall be documented and made available at the Town offices, and shall include:

- ANNUAL visual inspection of at least 20 Percent of all known outfalls
- Inspection of **ALL** outfalls at least **ONCE** every five years
- Notify the Division of dischargers to the MS4 that need a separate UPDES permit such as an Industrial Storm Water Permit or Construction Dewatering Permit

4.2.3.4

The Town will develop and implement SOPs, or similar type of documents, for tracing the source of an

illicit discharge. SOPs shall be documented and made available at the Town offices, and shall include:

- Visual inspections, including when necessary:
 - o Opening manholes
 - Using mobile cameras
 - o Using field tests of selected chemical parameters as indicators of discharge sources
 - Collecting and analyzing water samples for the purpose of determining sanctions or penalties
- Other detailed inspection procedures

4.2.3.5

The Town shall develop and implement SOPs, or similar type of documents, for characterizing the nature of, and the potential public or environmental threat posed by, any illicit discharges found by or reported to the Permittee by the hotline or other telephone number described in 4.2.3.9. SOPs shall be documented and made available at the Town offices, and shall include:

- Detailed instructions for evaluating how the discharge shall be immediately contained
- Steps to be taken for containment of the discharge
- Immediate investigative actions by the Town when alerted of the potential illicit discharge

4.2.3.5.1

The Town shall prepare an inspection report with the following information. The inspection report shall be filled out and recorded after the source of a non-storm water discharge is identified and confirmed.

- The date the Town became aware of the non-storm water discharge
- The date the Town initiated the investigation of the discharge
- The date the discharge was observed
- The location of the discharge
- The description of the discharge
- The method of discovery
- The date and method of verification, removal, repair or enforcement action
- The decision process for utilizing analytical monitoring/sampling to aid in the identification of the potential source of an illicit discharge and characterization of the nature of an illicit discharge

4.2.3.6

The Town shall develop and implement SOPs, or similar type of documents, for ceasing the illicit discharge. The Town shall require **IMMEDIATE TERMINATION** of the improper disposal practices upon confirmation of responsible parties. SOPs shall be documented and made available at the Town offices, and shall include:

- Notification of appropriate authorities
- Notification of the property owner(s)
- Technical assistance for removing/eliminating the source of the discharge
- Follow-up inspection(s)
- Escalating enforcement and legal actions if the discharge is not eliminated

4.2.3.7, 4.2.3.8

The Town shall inform employees, businesses, and the general public of:

- Hazards associated with illicit discharges and improper disposal of wastes
- Proper collection and disposal of household hazardous waste

4.2.3.9

The public may call the numbers listed below for reporting of spills or other illicit discharges. The Town shall document all calls received, follow-up actions taken, and any feedback from public education efforts.

•	Vineyard Public Works Department	801-226-1929
•	Utah County Stormwater Coalition – Stormwater Hotline	801-821-7873
•	Utah County Sherriff's Office (Non-emergency)	801-794-3970

4.2.3.9.1

The Town will develop written spill/dumping response procedures and flow chart. The response procedures shall be updated **As Changes Occur**, and list procedures for:

- Responding to public referrals of illicit discharges
- Responsible agencies and their contacts
- Illicit discharge incidence response team.

4.2.3.10

The Town will develop, adopt, and implement procedures for the IDDE program evaluation and assessment. The program will be evaluated and updated **ANNUALLY** and shall include:

- Database for mapping
- Tracking of the number and type of spills or illicit discharges
- A list of inspections conducted

4.2.3.11

The Town will develop an IDDE training program to **ANNUALLY** train all employees who might come into contact with or otherwise observe illicit discharges or illicit MS4 connections and/or who might receive initial reports of illicit discharges. Training shall include the following:

- IDDE identification procedures
- IDDE investigation procedures
- IDDE termination procedures
- IDDE cleanup procedures
- Reporting and identification of illicit discharges, spills, and improper disposal
- Reporting and identification of illicit connections to the MS4

4.2.3.12

Ongoing documentation will be prepared by the Town for the IDDE program and shall be made available to State representatives for review upon request.

Minimum Control Measure #3 – Implementation Schedule

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Implement an IDDE Program in compliance with Section 4.2.3.	4.2.3
3/1/2015	12 Months	3/1/2016	On-going	Create/Develop a comprehensive map of the existing storm drainage system. Locate all discharge locations (Document initial completion, review and update as system improvements or changes are made).	4.2.3.1
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop an ordinance outlining program requirements, legal authority, escalating enforcement ability. (Document initial completion, review and update as necessary).	4.2.3.2
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop written Illicit Discharge Detection Plan to locate and prioritize non-storm water discharges (Document initial completion, review and update as system improvements or changes are made).	4.2.3.3
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Implement SOP's for inspections with inspection forms (Document initial completion, review and update as necessary).	4.2.3.4
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Implement SOP's for characterizing illicit discharges when found and how to inspect, document, enforce, and correct (Document initial completion, review and update as necessary).	4.2.3.5 & 4.2.3.6
3/1/2015	18 Months	9/1/2017	On-going	Develop SOP for police & hotline response of IDDE post public work number on website (4.2.3.9) (Document initial completion, review and update as necessary).	4.2.3.5
3/1/2015	18 Months	9/1/2017	On-going	Develop SOP for investigating and ceasing illicit discharges (Document initial completion, review and update as necessary).	4.2.3.6

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop a spill/dumping response procedure and internal flow chart (Document initial completion, review and update as necessary).	4.2.3.9.1
3/1/2016	12 Months	3/1/2017	Annual	Inspect 20% of the priority areas developed in 4.2.3.3 each year (Document inspection and any corrective action taken).	4.2.3.3.2
3/1/2016	12 Months	3/1/2017	Annual	Conduct dry weather screenings & investigations. (Document)	4.2.3.3.2
9/1/2016	18 Months	9/1/2016	Annual	Review and Update Ordinance, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.3
3/1/2015	18 Months	9/1/2016	Annual	Create/Develop on-going annual training materials and procedures for all staff expected to review, inspect, or enforce the IDDE Program (Document initial completion, review and update as necessary).	4.2.3.11

4.2.4 Construction Site Storm Water Runoff Control Program Ordinances

All Permittees shall revise as necessary, implement and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction sites with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale according to the minimum performance measures listed below. Public and private projects, including projects proposed by the Permittee's own departments and agencies, shall comply with these requirements. The minimum performance measures are:

4.2.4.1 Erosion Requirements

Revise as necessary and enforce an ordinance or other regulatory mechanism that requires the use of erosion and sediment control practices at construction sites. The ordinance or other regulatory mechanism shall, at a minimum, be equivalent with the requirements set forth in the UPDES Storm Water General Permit for Construction Activities which can be found at

http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm.

The ordinance or other regulatory mechanism shall include sanctions to ensure compliance. The ordinance or other regulatory mechanism shall apply, at a minimum, to construction projects disturbing greater than or equal to one acre and to construction projects of less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at sites less than 1 acre or not part of a Common Plan of Development shall be retained.

4.2.4.1.1 SWPPP Requirement

The ordinance or other regulatory mechanism shall, at a minimum, require construction operators to prepare a Storm Water Pollution Prevention Plan (SWPPP) and apply sediment and erosion control BMPs as necessary to protect water quality, reduce the discharge of pollutants, and control waste such as, but not limited to, discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality. The SWPPP requirements must be, at a minimum, equivalent with the SWPPP requirement set forth in the most current UPDES Storm Water General Permit for Construction Activities, which can be found at: http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm.

4.2.4.1.2 Permittees shall ensure construction operators obtain and maintain coverage under the current UPDES Storm Water General Permits for Construction Activities for the duration of the project. Coverage can be obtained by completing a NOI as well as renewed online at:

https://secure.utah.gov/account/login.html?returnToUrl=https%3A//secure.utah.gov/stormwater/uii authentication.

4.2.4.1.3 The ordinance shall include a provision for access by qualified personnel to inspect construction storm water BMPs on private properties that discharge to the MS4.

4.2.4.2 Enforcement Mechanism

Develop a written enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism which shall include:

4.2.4.2.1 Enforcement Procedures Plan

Standard operating procedures (SOPs) or similar type of documents that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from violators which shall include appropriate, escalating enforcement procedures and actions.

4.2.4.2.2 Tracking Enforcement Actions

Documentation and tracking of all enforcement actions.

4.2.4.3 SWPPP Review Procedures

Develop and implement SOPs or similar type of documents for pre-construction Storm Water Pollution Prevention Plan (SWPPP) review and keep records for, at a minimum, all construction sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, to ensure plans are complete and in compliance with State and Local regulations. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer. Prior to construction, the Permittee shall:

4.2.4.3.1 SWPPP Pre-Construction Review

Conduct a pre-construction SWPPP review which includes a review of the site design, the planned operations at the construction site, planned BMPs during the construction phase, and the planned BMPs to be used to manage runoff created after development.

4.2.4.3.2 SWPPP Review Check List

Incorporate into the SWPPP review procedures the consideration of potential water quality impacts and procedures for pre-construction review which shall include the use of a checklist.

4.2.4.3.3 Identify priority constructions sites considering the following factors at a minimum:

- Soil erosion potential
- Site slope
- Project size and type
- Sensitivity of receiving waterbodies
- Proximity to receiving waterbodies; and,
- Non-storm water discharges and past record of non-compliance by the operators of the construction site.

4.2.4.4 SOPs for Site Inspections and Enforcement

All Permittees shall develop and implement SOPs or similar type of documents for construction site inspection and enforcement of construction storm water pollution control measures. The procedures must clearly define who is responsible for site inspections as well as who has authority to implement enforcement procedures. The Permittee must have the authority to the extent authorized by law to impose sanctions to ensure compliance with the local program. These procedures and regulatory authorities must be written and documented in the SWMP. The construction site storm water runoff control inspection program must provide:

4.2.4.4.1 Construction Site Inspection Checklist

Inspections of all new construction sites with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale at least monthly by qualified personnel using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at:

http://www.deq.utah.gov/permits/water/updes/stormwatermun.htm

4.2.4.4.2 Construction Site Inspection

The Permittee must inspect all phases of construction: prior to land disturbance, during active construction, and following active construction. The Permittee must include in its SWMP document a procedure for being notified by construction operators/owners of their completion of active construction so that verification of final stabilization and removal of all temporary control measures may be conducted. This procedure must be provided to the construction operator/owner before active construction begins.

4.2.4.4.3 Biweekly Inspections of Construction Sites

Inspections by the MS4 of priority construction sites defined in Part 7.36 must be conducted at least biweekly (every two weeks) using the Construction Storm Water Inspection Form (Checklist) found on the Division's website at

http://www.deq.utah.gov/permits/water/updes/stormwatermun.htm

4.2.4.4.4 Inspection Enforcement

Based on site inspection findings, the Permittee must take all necessary follow-up actions (i.e., re-inspection, enforcement) to ensure compliance in accordance with the Permittee's enforcement strategy. These follow-up and enforcement actions must be tracked and documented.

4.2.4.4.5 Permittees shall publicly provide and publicize a hotline or other local telephone number for public reporting of storm water related issues on construction sites, such as tracking onto streets. Records of violations, enforcement actions and corrective actions taken shall be tracked and documented.

4.2.4.5 The Permittee must ensure that all staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement, are annually trained to conduct these activities. The training can be conducted by the MS4 or outside training can be attended. Such training must extend to third-party inspectors and plan reviewers as well. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance.

4.2.4.6 All Permittees shall implement a procedure to maintain records of all projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. Permittees shall keep records which include but are not limited to, site plan reviews, SWPPPs, inspections and enforcement actions including verbal warnings, stop work orders, warning letters, notices of violation, and other enforcement records. Permittees shall keep records of these projects for five years or until construction is completed, whichever is longer.

Minimum Control Measure #4: Construction Site Storm Water Runoff Control Program

The Town will develop, implement, and enforce a program to reduce pollutants in any storm water runoff to the MS4 from construction sites. All projects meeting the following criteria shall be held to the measures of the program.

- Construction sites with a land disturbance greater than or equal to 1-Acre
- Construction sites with a land disturbance less than 1-Acre that are part of a larger common plan of development or sale
- Public and private projects
- Projects proposed by Town's owns departments and agencies

The plan shall be developed, implemented, and enforced within <u>18-months</u> of receiving coverage under this permit. The plan shall include key topics, including:

- Erosion and sediment control practices at construction sites
- SWPPP requirements
- Inspection access to private properties
- City Personnel Training
- Record Keeping of Permitted Sites

Utah State has recently revised the Utah Construction General Permit (UCGP). In order to comply with the UCGP, the Town intends to use components of the UCGP for their construction site storm water runoff control program and ordinance.

4.2.4.1

The Town shall follow the most current UPDES Storm Water General Permits for Construction activities for erosion and sediment control requirements. A link to the new UCGP permit is found at:

http://www.deg.utah.gov/Permits/water/updes/stormwatercon.htm.

 Sanctions for non-compliance to the UCGP will be evaluated and put into place as the SWMP evolves.

4.2.4.1.1

The Town shall require construction projects meeting the criteria shown below to prepare a SWPPP prior to pre-construction meeting. Development of the SWPPP shall be in accordance to the requirements outlined in the current UCGP permits for storm water pollution prevention plans. Vineyard shall also require developers/construction operators to apply sediment and erosion control BMPs as necessary to protect water quality, reduce the discharge of pollutants, and control wastes that may cause adverse impacts to water quality.

- Construction sites with a land disturbance greater than or equal to 1-Acre
- Construction sites with a land disturbance less than 1-Acre that are part of a larger common plan of development or sale
- Public and private projects
- Projects proposed by Town's owns departments and agencies

UCGP SWPPP requirements must include:

- Storm Water Team
- Nature of Construction Activities
- Emergency-Related Projects
- Sequence and Estimated Dates of Construction Activities
- Site Map
- Construction Site Pollutants
- Non-storm Water Discharges
- Buffer Documentation
- Description of Storm Water Control Measures
- Pollution Prevention Procedures
- Procedures for Inspection, Maintenance, and Corrective Actions
- Staff Training
- SWPPP Certification

http://www.deq.utah.gov/Permits/water/updes/stormwatercon.htm.

4.2.4.1.2

No ordinance is currently in place for the Town of Vineyard regarding inspection access to private properties. The Town shall enact an ordinance that requires construction operators to allow access to inspectors for site inspections of construction storm water BMPs on private properties that discharge to the MS4, and shall comply current UCGP.

Update 7/16: Inspector access ordinance is in place.

4.2.4.2

The Town will develop a written enforcement strategy and implementation plan for the enforcement of provisions of the ordinance or other regulatory mechanism. The enforcement strategy and mitigation actions shall be documented and tracked. The plan shall include:

• SOPs for processes and sanctions to minimize the occurrence of violations and to obtain compliance from violators. SOPs must include appropriate escalating enforcement procedures and actions. SOPs to obtain compliance will follow the following steps:

- A verbal warning is given to the permit holder and contractor with a specific amount of time permitted to correct the deficiency
- o An Notice of Violation (NOV) is issued describing the violation will be issued and Appropriate time will be given to correct the deficiency
- A stop work order will be issued, in writing. All work must stop except for the activity needed to repair the deficiency
- A citation is issued and the legal process will be followed as per the Town's ordinance
- o Call of performance bond to enable the Town to repair the deficiency

4.2.4.3

The Town will develop and implement SOPs, or similar type of documents, for SWPPP review and shall keep records for, at a minimum:

- All construction sites that disturb greater than or equal to one (1) acre
- All construction sites less than one (1) acre that are part of a larger common plan of development or sale
- All projects for 5 YEARS or until construction is completed, whichever is longer

4.2.4.3.1, 4.2.4.3.2, 4.2.4.3.3, 4.2.4.3.4

The Town will develop and implement a SWPPP review and checklist for the following, to be accomplished during the plan review process prior to construction:

- Site design
- Planned operations at the construction site
- Planned BMPs during the construction phase
- Planned BMPs to manage runoff created after construction
- Pre-construction inspections of the SWPPP
- Evaluation of potential water quality impacts
- Evaluation of opportunities to use LID and green infrastructure
- Identification of priority construction sites

4.2.4.4

The Town will develop and implement SOPs, or similar type of documents, for construction site inspection and enforcement of construction storm water pollution control measures. SOPs shall be documented and made available at the Town offices, and shall include:

- Construction site inspections
 - o Inspections shall be performed by the **Public Works Department**
 - Inspect all phases of construction prior to land disturbance
 - Inspect all phases of active construction
 - Inspect construction site following conclusion of active construction
 - Construction operator(s) shall provide notification to the Public Works Department of their completion of active construction

 Inspector verification of final stabilization and removal of all temporary control measures

- **BI-WEEKLY** inspections of priority construction sites
 - o Inspections shall be performed by the **Public Works Department**
 - Inspectors shall use the Utah State Construction Storm Water Inspection Form (checklist) found on the Division's website
- Inspection enforcement
 - o Re-inspections if necessary
 - o Enforcement according to Town's enforcement strategy
 - o Follow-up and enforcement actions shall be well tracked and documented

4.2.4.5

The Town will train staff whose primary job duties are related to implementing the construction storm water program, including permitting, plan review, construction site inspections, and enforcement. The training will be conducted by the **Public Works Department** or an outside third party. Outside training events for inspectors and plan reviewer will be conducted through the Utah County Storm Water Coalition. Training shall be documented and will include dates, course description and names and positions of staff in attendance.

4.2.4.6

The Town shall keep **records of all projects** meeting the following criteria:

- Projects disturbing greater than or equal to one (1) acre
- Projects less than one (1) acre that are part of a larger common plan of development or sale

The Town shall keep **backed up electronic records** at the Town offices for a period of **5 YEARS** or until construction is completed, whichever is longer, for all projects listed above, including but not limited to:

- Site plan reviews
- SWPPPs
- Inspections and enforcement actions
 - Verbal warnings
 - Stop work orders
 - Warning letters
 - Notices of violation
 - Other enforcement records

Minimum Control Measure #4 - Implementation Schedule

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Implement a construction site storm water runoff control Program as per Section 4.2.4.	4.2.4
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Adopt a regulatory mechanism by ordinance to allow for compliance of section 4.2.4	4.2.4.1

				(Document initial completion, review and update as necessary).	
3/1/2015	18 Months	9/1/2016	One time	Sign up for city account on State SWPPP database.	4.2.4.3
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Modify storm water BMP requirements (Document initial completion, review and update as necessary).	4.2.4.1.1

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	18 Months	9/1/2016	On-going	Adopt newly created storm water construction requirements into Town Development Standards (Document initial completion, review and update as necessary).	4.2.4.1.1
3/1/2015	18 Months	9/1/2016	One time	Develop SWPPP review check list (Document initial completion, review and update as necessary).	4.2.4.3.2
3/1/2015	18 Months	9/1/2016	On-going	Identify SWPPP inspectors.	4.2.4.4
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop SOP's for Construction Site Storm Water Runoff Control (Document initial completion, review and update as necessary).	4.2.4.4
3/1/2015	18 Months	9/1/2016	Annual	Create/Develop on-going annual training materials and SOP's for all staff expected to review, inspect, or enforce the Construction Site Storm Water Runoff Control Program.	4.2.4.5
9/1/2016	Life of Permit	Life of Permit	One time	Start SWPPP inspections of all construction sites w/ SWPPP plans.	4.2.4.4
9/1/2016	Life of Permit	Life of Permit	On-going	Review SWPPPs (Document review and any recommendations).	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Review preliminary site plans and require LID where it could be better utilized.	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Require LID designs.	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Research effective LID designs specific for Vineyard area.	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Complete SWPPP inspections on all active construction projects w/ SWPPP plans.	4.2.4.4

9/1/2016	Life of Permit	Life of Permit	Annual	Review and Update Ordinance, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.4
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4.2.5 Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)

All Permittees shall revise as necessary, implement and enforce a program to address post-construction storm water runoff to the MS4 from new development and redevelopment construction sites disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, according to the minimum performance measures listed below. The objective of this control measure is for the hydrology associated with new development to mirror the pre-development hydrology of the previously undeveloped site or to improve the hydrology of a redeveloped site and reduce the discharge of storm water. The water quality considerations of this minimum control measure do not replace or substitute for water quantity or flood management requirements implemented on the local level for new developments. The water quality controls may be incorporated into the design of structures intended for flow control; or water quality control may be achieved with separate control measures. The program must apply to private and public development sites, including roads.

The minimum performance measures are:

4.2.5.1 Post Construction Ordinances

Develop and adopt an ordinance or other regulatory mechanism that requires long-term post-construction storm water controls at new development and redevelopment sites. The ordinance or other regulatory mechanism shall apply, at a minimum, to new development and redevelopment sites that discharge to the MS4 and that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. Existing local requirements to apply storm water controls at smaller sites shall be retained. The ordinance or other regulatory mechanism shall require BMP selection, design, installation, operation and maintenance standards necessary to protect water quality and reduce the discharge of pollutants to the MS4.

4.2.5.2 Enforcement Responsibilities

Implement an enforcement strategy and implement the enforcement provisions of the ordinance or other regulatory mechanism. Procedures for enforcement of BMPs include:

4.2.5.2.1 Enforcement Procedures and Actions

Procedures that include specific processes and sanctions to minimize the occurrence of, and obtain compliance from, chronic and recalcitrant violators which shall include appropriate, escalating enforcement procedures and actions.

4.2.5.2.2 Documentation for Post-Construction BMP Requirements

Documentation on how the requirements of the ordinance or other regulatory mechanism will protect water quality and reduce the discharge of pollutants to the MS4. Documentation shall include:

- *How long-term storm water BMPs were selected;*
- The pollutant removal expected from the selected BMPs; and
- The technical basis which supports the performance claims for the selected BMPs.

4.2.5.3 Post-Construction Controls Standards for Development and Redevelopment Projects The Permittee's new development/redevelopment program must have requirements or standards to ensure that any storm water controls or management practices for new development and redevelopment will prevent or minimize impacts to water quality. BMPs must be selected that address pollutants known to be discharged or anticipated to be discharged from the site.

4.2.5.3.1 New Developments Post Construction

The Permittee's new development/redevelopment program should include non-structural BMPs such as requirements and standards to minimize development in areas susceptible to erosion and sediment loss; to minimize the disturbance of native soils and vegetation; to preserve areas in the municipality that provide important water quality benefits; to implement measures for flood control; and to protect the integrity of natural resources and sensitive areas.

4.2.5.3.2 Post Construction Controls

For new development or redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, the program shall include a process which requires the evaluation of a Low Impact Development (LID) approach which encourages the implementation of structural BMPs that infiltrate, evapotranspire or harvest and use storm water from the site to protect water quality. Structural controls may include green infrastructure practices such as rainwater harvesting, rain gardens, permeable pavement, and vegetated swales. If and LID approach cannot be utilized, the Permittee must document an explanation of the reasons preventing this approach and the rationale for the chosen alternative controls on a case by case basis for each project.

Since 2010, rainwater harvesting is legal in the State of Utah. Depending on the volume of rainwater collected and stored for beneficial use, the Permittee must meet the requirements of the Utah Division of Water Rights to harvest rainwater found on their website: http://waterrights.utah.gov/forms/rainwater.asp

4.2.5.3.3 Retrofit of Existing Storm Infrastructure

The Permittee must develop a plan to retrofit existing developed sites that are adversely impacting water quality. The retrofit plan must be developed to emphasize controls that infiltrate, evapotranspire, or harvest and use storm water discharges. The plan must include a ranking of control measures to determine those best suited for retrofitting as well as those that could later be considered for retrofitting. The Permittee must include the following when developing the criteria for the retrofit plan:

- *Proximity to waterbody*
- Status of waterbody to improve impaired waterbodies and protect unimpaired waterbodies
- *Hydrologic condition of the receiving waterbody*
- Proximity to sensitive ecosystem or protected area
- Any upcoming sites that could be further enhanced by retrofitting storm water controls

4.2.5.3.4 Hydrological Methods for Determining Storm Water

Each Permittee shall develop and define specific hydrologic method or methods for calculating runoff volumes and flow rates to ensure consistent sizing of structural BMPs in their jurisdiction and to facilitate plan review. Within 180 days from the effective date of this Permit, new development or redevelopment projects that disturb greater than or equal to one

acre, including projects less than one acre that are a part of a larger plan of development or sale must manage rainfall on-site, and prevent the off-site discharge of the precipitation from all rainfall events less than or equal to the 90th percentile rainfall event. This objective must be accomplished by the use of practices that are designed, constructed, and maintained to infiltrate, evapotranspire and/or harvest and reuse rainwater. The 90th percentile rainfall event is the event whose precipitation total is greater than or equal to 90 percent of all storm events over a given period of record. If meeting this retention standard is technically infeasible, a rationale shall be provided on a case by case basis for the use of alternative design criteria. The project must document and quantify that infiltration, evapotranspiration and rainwater harvesting have been used to the maximum extent technically feasible and that full employment of these controls are infeasible due to site constraints.

4.2.5.4 Site Plan Review of Post-Construction Storm Water Controls

All Permittees shall adopt and implement procedures for site plan review which evaluate water quality impacts. The procedures shall apply through the life of the project from conceptual design to project closeout. Prior to construction, Permittees shall:

4.2.5.4.1 Post-Construction Plan Review

Review post-construction plans for, at a minimum, all new development and redevelopment sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, to ensure that the plans include long-term storm water management measures that meet the requirements of this minimum control measure.

4.2.5.4.2 Preferred Design Specifications

Permittees shall provide developers and contractors with preferred design specifications to more effectively treat storm water for different development such as industrial parks, commercial strip malls, retail gasoline outlets, restaurants, parking lots, automotive service facilities, street and road construction, and projects located in, adjacent to, or discharging to environmentally sensitive areas.

4.2.5.4.3 Storm Water Documentation

Permittees shall keep a representative copy of information that is provided to design professionals; and if information is distributed to a large number of design professionals at once, the dates of the mailings and lists of recipients.

4.2.5.5 Standard Operating Procedures for Inspections and Enforcement of Post-construction Storm Water Control Measures

All Permittees shall adopt and implement SOPs or similar type of documents for site inspection and enforcement of post-construction storm water control measures. These procedures must ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.

4.2.5.5.1 Standard Operating Procedures for Inspections and Enforcement of Postconstruction Storm Water Control Measures

The ordinance or other regulatory mechanism shall include provisions for both constructionphase and post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed. The ordinance or other regulatory mechanism may, in lieu of requiring that the Permittee's staff inspect and maintain storm water controls on private property, instead require private property owner/operators or qualified third parties to conduct maintenance

and provide annual certification that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality. In this case, the Permittee must require a maintenance agreement addressing maintenance requirements for any control measures installed on site. The agreement must allow the Permittee to conduct oversight inspections of the storm water control measures and also account for transfer of responsibility in leases and/or deeds. The agreement must also allow the Permittee to perform necessary maintenance or corrective actions neglected by the property owner/operator as needed.

4.2.5.5.2 BMP inspections during installation

Permanent structural BMPs shall be inspected at least once during installation by qualified personnel. Upon completion, the Permittee must verify that long-term BMPs were constructed as designed.

4.2.5.5.3 Inspection Report

Inspections and any necessary maintenance must be conducted annually by either the Permittee or through a maintenance agreement, the property owner/operator. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures at least once every five years, or more frequently as determined by the Permittee to verify and ensure that adequate maintenance is being performed. The Permittee must document its findings in an inspection report which includes the following:

- Inspection date;
- Name and signature of inspector;
- Project location
- *Current ownership information*
- A description of the condition of the storm water control measure including the quality of: vegetation and soils; inlet and outlet channels and structures; catch basins; spillways; weirs, and other control structures; and sediment and debris accumulation in storage as well as in and around inlet and outlet structures;
- Specific maintenance issues or violations found that need to be corrected by the property owner or operator along with deadlines and re-inspection dates.

4.2.5.6 City Personnel Training

Permittees shall ensure that all staff involved in post-construction storm water management, planning and review, and inspections and enforcement receive adequate training on an annual basis. Training shall be provided or made available for staff in the fundamentals of long-term storm water management through the use of structural and non-structural control methods. The training records to be kept include dates, activities or course descriptions, and names and positions of staff in attendance. The Permittee shall ensure that all new hires are trained upon hire and before commencing storm water related duties and annually thereafter, at a minimum. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

4.2.5.7 Inventory of Post Construction Structural BMPs

The Permittee must maintain an inventory of all post-construction structural storm water control measures installed and implemented at new development and redeveloped sites that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale. This inventory shall include both public and private sector sites located within the Permittee's service area.

4.2.5.7.1 Post Construction Storm Water Inventory

Each entry to the inventory must include basic information on each project, such as project's name, owner's name and contact information, location, start/end date, etc. In addition, inventory entries must include the following for each project:

- Short description of each storm water control measure (type, number, design or performance specifications);
- Short description of maintenance requirements (frequency of required maintenance and inspections); and
- Inspection information (date, findings, follow up activities, prioritization of follow-up activities, compliance status).

4.2.5.7.2 Updates to the Inventory

Based on inspections conducted pursuant to Part 4.2.5.5, the Permittee must update the inventory as appropriate where changes occur in property ownership or the specific control measures implemented at the site.

<u>Minimum Control Measure #5: Long-Term Storm Water Management in New</u> **Development and Redevelopment (Post-Construction Storm Water Management)**

The Town will develop, implement, and enforce a program to address post-construction storm water runoff to the MS4 from new development and redevelopment construction sites meeting the following criteria:

- Construction sites with a land disturbance greater than or equal to 1-Acre
- Construction sites with a land disturbance less than 1-Acre that are part of a larger common plan of development or sale
- Public and private development sites, including roads

The plan shall include key topics, including:

- Post-Construction Ordinances and enforcement responsibilities
- Post-Construction SOPs
- Plan review for post-construction storm water control
- SOPs for post-construction inspection and enforcement of storm water control
- City Personnel Training
- Post-Construction BMP Inventory

The objective of this program is for the hydrology associated with the new development to mirror the predevelopment hydrology of the previously undeveloped site or to improve the hydrology of a redeveloped site and reduce the discharge of storm water.

4.2.5.1

The Town will develop long-term post-construction storm water control regulations to address storm water controls at new development and redevelopment sites. The structural post-construction BMP selection, design, installation and operation for each site will be coherent to the guidelines set forth in the UPDES Storm Water General Permit for Construction Activities.

4.2.5.2

The Town will develop SOPs for the inspection and maintenance requirements for long term post-construction BMPs. Provisions will include components from the following sections.

4.2.5.2.1

The procedures and actions to gain compliance from violators will be developed over the time allotted in the implementation schedule. Procedures and actions are anticipated to follow a similar procedure as outline in Section 4.2.4.2.

4.2.5.2.2

The requirements of Town ordinances and other regulatory mechanisms will be developed to protect water quality and reduce the discharge of pollutants to the MS4. Documentation shall be kept at the Town offices and made available to regulators as needed. This documentation shall outline how the regulations were developed and how the Town plans to enforce these ordinances.

4.2.5.3

The Town will create requirements and standards to ensure that any storm water controls or management practices for development and redevelopment projects will prevent or minimize impacts to water quality.

4.2.5.3.1

The Town will evaluate proposals and submittals for new development and redevelopment to ensure that the following criteria are met.

- Minimize development in areas susceptible to erosion and sediment loss
- Minimize disturbance of native soils and vegetation
- Preserve areas that provide important water quality benefits
- Implement measures for flood control
- Protect the integrity of natural resources and sensitive areas

4.2.5.3.2

The Town will develop processes and standards to require the evaluation of a Low Impact Development (LID) approach to post construction storm water controls. The Town will evaluate each proposed use of LID, in order to ensure the post construction storm water control will perform properly on the site for which it is proposed. The Town will research LID methods that will work best for site conditions specific to the Vineyard area.

4.2.5.3.3

The Town shall begin the process of evaluating existing developed sites that are adversely impacting water quality, within the **FIRST YEAR** after approval of the SWMP from Utah State regulators. The evaluation shall include a system to rank the sites best suited for retrofitting. Ranking of the sites shall

include the following criteria at a minimum:

- Proximity to water body
- Status of water body to improve impaired water bodies and protect unimpaired water bodies
- Hydrologic condition of the receiving water body
- Proximity to sensitive ecosystem or protected area
- Any upcoming sites that could be further enhanced by retrofitting storm water controls

Sites suited for retrofitting will be evaluated by Town staff for LID approaches to improve water quality, with an emphasis on controls that infiltrate, evapotranspire, or harvest and use storm water discharges. These sites will also be routinely inspected, both previous to and after improvements are made.

4.2.5.3.4

The Town shall require that all projects must manage rainfall on-site and prevent the off-site discharge of the precipitation from all rainfall events less than or equal to the 90th percentile rainfall event. If not feasible, a rationale must be provided on a case by case basis for the use of alternative design criteria.

The Town has calculated that the 90th percentile rain event is equal to 0.61 inches of precipitation. Therefore the total volume of precipitation to be managed on site per rain event will be equal to 0.61 inches times the total area of the project site.

4.2.5.4

The Town shall develop procedures for reviewing proposed post-construction BMPs. Prior to site plan approval; staff will review the plans and specify any modifications required to meet guidelines set forth in the SWMP.

4.2.5.4.1

SWPPPs shall be prepared and submitted to the Town for review and approval for all new development and redevelopment sites that disturb greater than or equal to one (1) acre, including projects less than one (1) acre that are part of a larger common plan of development or sale. The SWPPP must include all requirements outlined in the UPDES Storm Water General Permit for Construction Activities as well as guidelines set forth in the SWMP for long term storm water management control.

Town staff will review all SWPPPs for compliance with this SWMP and compliance to the UPDES Storm Water General Permit for Construction Activities. At conclusion of the review, the Town will hold a pre-construction review meeting to discuss:

- Review of the site design
- Planned operations at the construction site
- Planned BMPs during the construction phase
- Planned post-construction structural BMPs to manage runoff created after development

4.2.5.4.2

The Town will develop design specifications to more effectively treat storm water according to industry standards. These specifications will be delivered to developers and contractors for inclusion into project designs.

4.2.5.4.3

Town staff will keep a representative copy of information that is provided to design professionals. The Town **does not** plan on mailing information to a large number of design professionals.

4.2.5.5

The Town will adopt and implement SOPs for site inspection and enforcement of post-construction storm water control measures. These procedures will ensure adequate ongoing long-term operation and maintenance of approved storm water control measures.

4.2.5.5.1

The Town shall develop and enact an ordinance with:

 Provisions for both construction-phase and post-construction access for Permittees to inspect storm water control measures on private properties that discharge to the MS4 to ensure that adequate maintenance is being performed

Or

- Require private property owner/operators or qualified third parties to conduct maintenance and provide annual certification that adequate maintenance has been performed and the structural controls are operating as designed to protect water quality.
- Permittee must require a maintenance agreement addressing maintenance requirements for any control measures installed on site. Agreement must:
 - o Allow the Permittee to conduct oversight inspections of the storm water control measures
 - Account for transfer of responsibility in leases and/or deeds
 - Allow the Permittee to perform necessary maintenance or corrective actions neglected by the property owner/operator
 - Allow the Permittee to bill or recoup costs from the property owner/operator

4.2.5.5.2

The Town will inspect and document structural BMPs at least **ONCE** during installation by qualified personnel.

4.2.5.5.3

Town staff will conduct inspections and any necessary maintenance **ANNUALLY** by either the Permittee or through a maintenance agreement, the property owner/operator. On sites where the property owner/operator is conducting maintenance, the Permittee shall inspect those storm water control measures at least once every five years, or more frequently as determined by the Permittee to verify and ensure that adequate maintenance is being performed. The Permittee must document its findings in an inspection report which includes the following:

- Inspection date;
- Name and signature of inspector;
- Project location
- Current ownership information

• A description of the condition of the storm water control measure including the quality of: vegetation and soils; inlet and outlet channels and structures; catch basins; spillways; weirs, and other control structures; and sediment and debris accumulation in storage as well as in and around inlet and outlet structures;

• Specific maintenance issues or violations found that need to be corrected by the property owner or operator along with deadlines and re-inspection dates.

4.2.5.6

The Town will provide annual training for all staff involved in post-construction storm water:

- Management
- Planning
- Review
- Inspections
- Enforcement

Training shall include at a minimum:

- Reviewing Town ordinances
- Reviewing storm water drainage plans

The training records shall include at a minimum:

- Training date(s)
- Course description(s)
- Names and positions of staff in attendance

4.2.5.7

The Town will maintain an inventory of all post-construction structural storm water control BMPs throughout the Town, including both public and private sites located within the Town's service areas.

4.2.5.7.1

The Post Construction Storm Water Inventory entry will include basic information such as:

- Project name and location
- Owner's name and contact information
- BMP description, location, start/end date
- Storm water control measure(type, number, design or performance specifications);
- Maintenance requirements (frequency of inspections and maintenance)
- Inspection history

4.2.5.7.2

Based on inspections conducted, the staff involved will update the inventory as needed when changes occur in property ownership or changes to the control structural post-construction BMPs.

Minimum Control Measure #5 - Implementation Schedule

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Implement a Post- construction storm water runoff control Program as per Section 4.2.5.	4.2.5
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Adopt Ordinance that requires compliance with Section 4.2.5. Recommend combining with other ordinance requirements (Document initial completion, review and update as necessary).	4.2.5.1
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop enforcement strategy for ordinance created (Document initial completion, review and update as necessary).	4.2.5.2
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop Post-construction development and redevelopment standards. Require LID practices. Incorporate LID practices into standards (Document initial completion, review and update as necessary).	4.2.5.3

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/adopt site plan review procedures to address Post- Construction Storm Water Management (Document initial completion, review and update as necessary).	4.2.5.4
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop SOP's, documentation protocols, and inspection forms for Post- Construction Storm Water Management (Document initial completion, review and update as necessary).	4.2.5.5
9/1/2017	Life of Permit	Life of Permit	Annual	Provide formal training for all staff involved in reviewing, inspecting, or enforcing Post-Construction Storm Water Management (Document initial completion, review and update as necessary).	4.2.5.6

3/1/2015	18 Months	9/1/2017	On-going	Develop and maintain inventory or all post-construction structural storm water control measures.	4.2.5.7
9/1/2017	Life of Permit	Life of Permit	Annual	Inspect post construction BMP's for city owned facilities annually.	4.2.5.5.3
9/1/2017	Life of Permit	Life of Permit	Every 5 yrs.	Inspect post construction BMP's for private facilities at least every 5 years.	4.2.5.5.4
9/1/2017	Life of Permit	Life of Permit	Annual	Review and Update Ordinance, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.5

4.2.6 *Pollution Prevention and Good Housekeeping for Municipal Operators*

All Permittees shall implement a program for Permittee-owned or operated facilities, operations and structural storm water controls that includes standard operating procedures (SOPs), pollution prevention BMPs, storm water pollution prevention plans or similar type of documents and a training component that have the ultimate goal of preventing or reducing pollutant runoff to the MS4 and Waters of the State. All components of the program shall be included in the SWMP document and must identify the department (and where appropriate, the specific staff) responsible for performing each activity described in this section. The Permittee must develop an inventory of all such Permittee-owned or operated facilities. The Permittee must review this inventory annually and update as necessary. The minimum performance measures are:

4.2.6.1 Inventory of City Owned or Operated Facilities

Permittees shall develop and keep current a written inventory of Permittee-owned or operated facilities and storm water controls that may include but is not limited to:

- Composting facilities
- Equipment storage and maintenance facilities
- Fuel farms
- Hazardous waste disposal facilities
- Hazardous waste handling and transfer facilities
- Incinerators
- Landfills
- Landscape maintenance on municipal property
- *Materials storage yards*
- Pesticide storage facilities
- Public buildings, including libraries, police stations, fire stations, municipal buildings, and similar Permittee-owned or operated buildings
- Public parking lots
- Public golf courses
- Public swimming pools
- Public works yards
- Recycling facilities
- Salt storage facilities
- Solid waste handling and transfer facilities
- Street repair and maintenance sites

- *Vehicle storage and maintenance yards*
- Permittee-owned and/or maintained structural storm water controls

4.2.6.2 Pollutant Discharge Potential Assessment

All Permittees shall assess the written inventory of Permittee-owned or operated facilities, operations and storm water controls identified in Part 4.2.6.1 for their potential to discharge to storm water the following typical urban pollutants: sediment, nutrients, metals, hydrocarbons (e.g., benzene, toluene, ethyl benzene and xylene), pesticides, chlorides, and trash. Other pollutants may be associated with, but not generated directly from, the municipally-owned or operated facilities, such as bacteria, chlorine, organic matter, etc. Therefore, the Permittee must determine additional pollutants associated with its facilities that could be found in storm water discharges. A description of the assessment process and findings must be included in the SWMP document.

4.2.6.3 High Priority Facilities and Activities

Based on the assessment required in Part 4.2.6.2, the Permittee must identify as "high-priority" those facilities or operations that have a high potential to generate storm water pollutants. Among the factors that must be considered in giving a facility a high priority ranking is the amount of urban pollutants stored at the site, the identification of improperly stored materials, activities that must be performed outside (e.g., changing automotive fluids), proximity to water bodies, poor housekeeping practices, and discharge of pollutant(s) of concern to impaired water(s).

4.2.6.4 High Priority Facilities SWPPPs

Within 180 days from the effective date of this Permit, the Permittee shall develop and implement a Storm Water Pollution Prevention Plan (SWPPP) or similar type document for each "high-priority" Permittee-owned or operated facility. The SWPPP shall identify potential sources of pollution that may reasonably be expected to affect the quality of storm water discharges associated with activity from the facility. The SWPPP shall describe and ensure the implementation of standard operating practices (SOPs) that are to be used to reduce the pollutants in storm water discharges associated with activity at the facility and to ensure compliance with the terms and conditions of the Permit. This document shall be tailored and retained at all "high-priority" facility locations. The SWPPP shall include a site map showing the following information:

- Property boundaries
- Buildings and impervious surfaces
- *Directions of storm water flow (use arrows)*
- Locations of structural control measures
- Location and name of the nearest defined drainage(s) which could receive runoff from the facility, whether it contains water or not
- Locations of all storm water conveyances including ditches, pipes, basins, inlets, and swales
- Locations where the following activities are exposed to storm water:
 - i. Fixed fueling operations
 - ii. Vehicle and equipment maintenance and/or cleaning areas
 - iii. Brine making areas
 - iv. Loading/unloading areas
 - v. Waste storage or disposal areas
 - vi. Liquid storage tanks
 - vii. Process and equipment operating areas

- viii. Material storage or disposal areas
- Locations where significant spills or leaks have occurred
- Locations of all visual storm water monitoring points
- Locations of storm water inlets and outfalls, with a unique identification code for each outfall and an approximate outline of the areas draining to each outfall
- Locations of all non-storm water discharges
- Locations of sources of run-on to your site from adjacent property
- 4.2.6.5 The following inspections shall be conducted at "high-priority" Permittee-owned or operated facilities:
 - 4.2.6.5.1 <u>Weekly visual inspections</u>: The Permittee must perform weekly visual inspections of "high priority" facilities in accordance with the developed SOPs to minimize the potential for pollutant discharge. The Permittee must look for evidence of spills and immediately clean them up to prevent contact with precipitation or runoff. The weekly inspections must be tracked in a log for every facility and records kept with the SWMP document. The inspection log should also include any identified deficiencies and the corrective actions taken to fix the deficiencies.
 - 4.2.6.5.2 Quarterly comprehensive inspections: At least once per quarter, a comprehensive inspection of "high priority" facilities, including all storm water controls, must be performed, with specific attention paid to waste storage areas, dumpsters, vehicle and equipment maintenance/fueling areas, and similar pollutant-generating areas. The quarterly inspection results must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. An inspection report must also include any identified deficiencies and the corrective actions taken to fix the deficiencies.
 - 4.2.6.5.3 Quarterly visual observation of storm water discharges: At least once per quarter, the Permittee must visually observe the quality of the storm water discharges from the "high priority" facilities (unless climate conditions preclude doing so, in which case the Permittee must attempt to evaluate the discharges four times during the wet season). Any observed problems (e.g. color, foam, sheen, turbidity) that can be associated with pollutant sources or controls must be remedied to prevent discharge to the storm drain system. Visual observations must be documented and records kept with the SWMP document. This inspection must be done in accordance with the developed SOPs. An inspection report must also include any identified deficiencies and the corrective actions taken to fix the deficiencies.
- 4.2.6.6 *SOPs shall be developed and implemented for the following types of facilities and/or activities listed below:*
 - 4.2.6.6.1 <u>Buildings and facilities</u>: SOPs shall address, but are not limited to: Permittee-owned or operated offices, police and fire stations, pools, parking garages, and other Permittee-owned or operated buildings or utilities. The SOPs must address the use, storage and disposal of chemicals and ensure through employee training, that those responsible for handling these products understand and implement the SOPs. All Permittee-owned or operated facilities must develop and ensure that spill prevention plans are in place, if applicable, and coordinate with the local fire department as necessary. The SOPs must address dumpsters and other waste management which includes, but is not limited to, cleaning, washing, painting and other maintenance activities. The O & M program must include schedules and SOPs for sweeping parking lots and keeping the area surrounding the

facilities clean to minimize runoff of pollutants. Permittees must develop an inventory of all floor drains inside all Permittee-owned or operated buildings. The inventory must be kept current. The Permittee must ensure that all floor drains discharge to appropriate locations.

- 4.2.6.6.2 <u>Material storage areas, heavy equipment storage areas and maintenance areas:</u> Permittees shall develop and implement SOPs to protect water quality at each of these facilities owned or operated by the Permittee.
- 4.2.6.6.3 Parks and open space: SOPs shall address, but are not limited to: SOPs for the proper application, storage, and disposal of fertilizer, pesticides, and herbicides including minimizing the use of these products and using only in accordance with manufacturer's instruction; sediment and erosion control; evaluation of lawn maintenance and landscaping activities to ensure practices are protective of water quality such as, proper disposal of lawn clippings and vegetation, and use of alternative landscaping materials such as drought tolerant plants. The SOPs must address the management of trash containers at parks and other open spaces which include scheduled cleanings and establishing a sufficient number of containers, and for placing signage in areas concerning the proper disposal of pet wastes. The SOPs must also address the proper cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste and wastewater. Permittees shall implement park and open space maintenance pollution prevention/good housekeeping practices at all park areas, and other open spaces owned or operated by the Permittee.
- 4.2.6.6.4 <u>Vehicle and Equipment</u>: The O & M program shall address, but it not limited to: SOPs that address vehicle maintenance and repair activities that occur on Permittee-owned or operated vehicles. BMPs should include using drip pans and absorbents under or around leaky vehicles and equipment or storing indoors where feasible. Fueling areas for Permittee-owned or operated vehicles shall be evaluated. If possible, place fueling areas under cover in order to minimize exposure. The O & M program shall include SOPs to ensure that vehicle wash waters are not discharged to the MS4 or surface waters. This Permit strictly prohibits such discharges.

4.2.6.6.5 Roads, Highways, and Parking Lots:

SOPs shall address, but are not limited to: SOPs and schedule for sweeping streets and Permittee-owned or operated parking lots and any other BMPs designed to reduce road and parking lot debris and other pollutants from entering the MS4; road and parking lot maintenance, including pothole repair, pavement marking, sealing and repaving; cold weather operations, including plowing, sanding, and application of deicing compounds and maintenance of snow disposal areas; right-of-way maintenance, including mowing, herbicide and pesticide application; and municipally-sponsored events such as large outdoor festivals, parades or street fairs. The Permittee must ensure that areas used for snow disposal will not result in discharges to receiving waters.

4.2.6.6.6 <u>Storm Water Collection and Conveyance System</u>: SOPs shall address, but are not limited to: SOPs and schedule for the regular inspection, cleaning, and repair of catch basins, storm water conveyance pipes, ditches and irrigation canals, culverts, structural storm water controls, and structural runoff treatment and/or flow control facilities. Permittees shall implement catch basin cleaning, storm water system maintenance, scheduled structural BMP inspections and maintenance, and pollution prevention/good housekeeping practices. Permittees should prioritize storm sewer system maintenance, with the highest priority areas being maintained at the greatest frequency. Priorities should be driven by water quality concerns, the condition of the receiving water, the amount and type of material

that typically accumulates in an area, or other location-specific factors. All Permittee-owned or operated storm water structural BMPs including but not limited to, swales, retention/detention basins or other structures must be inspected annually to ensure that they are properly maintained to reduce the discharge of pollutants into receiving waters. Permittees shall develop, ensure, and document proper disposal methods of all waste and wastewater removed from the storm water conveyance system. These disposal methods apply to, but are not limited to, street sweeping and catch basin cleaning. Materials removed from the MS4 should be dewatered in a contained area and discharged to the local sanitary sewer (with approval of local authorities) where feasible. The solid material will need to be stored and disposed of properly to avoid discharge during a storm event. Any other treatment and disposal measures must be reviewed and approved by the Division. Some materials removed from storm drains and open channels may require special handling and disposal, and may not be authorized to be disposed of in a landfill.

4.2.6.6.7 <u>Other Facilities and Operations</u>: Permittees shall identify any facilities and operations not listed above that would reasonably be expected to discharge contaminated runoff, and develop, implement, and document the appropriate BMPs and SWPPP to protect water quality from discharges from these sites.

4.2.6.7 Third Party Maintenance of Storm Water Facilities

If a Permittee contracts with a third-party to conduct municipal maintenance or allows private developments to conduct their own maintenance, the contractor shall be held to the same standards as the Permittee. This expectation must be defined in contracts between the Permittee and its contractors or the contractors of private developments. The Permittee shall be responsible for ensuring, through contractually-required documentation or periodic site visits that contractors are using appropriate storm water controls and following the standard operating procedures, storm water control measures, and good housekeeping practices of the Permittee.

4.2.6.8 Flood Management Controls Design

The Permittee must develop and implement a process to assess the water quality impacts in the design of all new flood management structural controls that are associated with the Permittee or that discharge to the MS4. This process must include consideration of controls that can be used to minimize the impacts to site water quality and hydrology while still meeting project objectives. A description of this process must be included in the SWMP document

4.2.6.8.1 Existing Flood Management

Existing flood management structural controls must be assessed to determine whether changes or additions should be made to improve water quality. A description of this process and determinations should be included in the SWMP document.

4.2.6.9 Public Construction Projects

Public construction projects shall comply with the requirements applied to private projects. All construction projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, owned or operated by the Permittee are required to be covered under the General UPDES Permit for Storm Water Discharges Associated with Construction Activities.

4.2.6.10 City Personnel Training

The Permittee shall ensure that all employees who have primary construction, operation, or maintenance job functions that are likely to impact storm water quality receive annual training. The Permittee shall identify target employees to participate in the training sessions and ensure

that all such employees receive training upon being hired and annually thereafter, at a minimum. Training shall address the importance of protecting water quality, the requirements of this Permit, operation and maintenance requirements, inspection procedures, ways to perform their job activities to prevent or minimize impacts to water quality, SOPs and SWPPPs for the various Permittee-owned or operated facilities and procedures for reporting water quality concerns, including potential illicit discharges. Training records must be kept and shall include dates, activities or course descriptions, and names and positions of staff in attendance. Follow-up training shall be provided as needed to address changes in procedures, methods or staffing.

<u>Minimum Control Measure #6: Pollution Prevention and Good Housekeeping for Municipal Operators</u>

This measure is intended to prevent and reduce the amount and type of storm water pollutants by establishing routine activities in the operation and maintenance of municipal operations that affect storm water runoff. Setting particular guidelines for source controls and materials management is an important component to storm water quality management. The Program includes:

- Operation and Maintenance Program Description/Establishing SOPs
- Facilities Inventory
- High Priority Facilities and Activities
- Inspection of Facilities
- City Personnel Training

The Pollution Prevention and Good Housekeeping Program of this SWMP addresses routine activities in the operation and maintenance of City owned facilities, drainage systems, roadways, parks and open spaces, and other municipal operations to reduce pollutants entering the storm drain system.

4.2.6.1

The Town will create an inventory of Town owned and /or operated facilities. The facilities list shall be reviewed **ANNUALLY** and updated as necessary. The care and maintenance of each facility will be assigned to a specific Division or Department for its care and maintenance.

4.2.6.2

The Town will perform and initial assessment of the Town owned facilities, operations, and storm water controls for their potential to discharge to storm water the following:

- Sediment
- Nutrients
- Metals
- Hydrocarbons

The Town owned facilities shall be assessed **ANNUALLY** for the listed typical urban pollutants. A description of the assessment process and findings will be developed and included in future updates to the SWMP.

4.2.6.3

The Town will identify facilities as <u>"High Priority"</u> based on the pollutant discharge potential assessment of each facility or operations that have a high potential to generate storm water pollutants. The factors considered in giving a facility a <u>"High Priority"</u> ranking include:

- Amount of urban pollutants stored at the site
- Identification of improperly stored materials
- Activities that must be performed outside
- Proximity to water bodies
- Poor housekeeping practices
- Discharge of pollutants of concern to impaired Waters of the State

4.2.6.4

The Town shall develop SWPPs or similar type of document for each "High Priority" facility within the Town's storm water system boundaries. The SWPPs must include SOPs that are to be used to reduce the pollutants in storm water discharges associated with activity at the facility and to ensure compliance with the terms and conditions of this permit. The documentation will be stored at the Town offices and shall include at a minimum:

- BMPs that will protect water quality and reduce discharge of pollutants to the MS4
- Potential LID techniques for all new and redeveloped Permittee-owned or operated facilities
- Appropriate pollution prevention and good housekeeping procedures shall be implemented for the following Permittee-owned or operated facilities:

• Town buildings and facilities (Permittee-owned or operated)

- Address the use, storage and disposal of chemicals and ensure, through employee training, that those responsible for handling these products understand and implement SOPs
- All Town owned or operated facilities will ensure that spill prevention plans are in place
- The SOPs will address dumpsters and other waste management, including but is not limited to, cleaning, washing, painting and other maintenance activities
- The O&M program will include schedules and SOPs for sweeping parking lots and keeping the area surrounding the facilities clean to minimize runoff of pollutants
- The Town will develop an inventory, including a map, of all storm drains located on the property of all the Town owned or operated buildings and facilities in their care
- The Town must ensure that only storm water is allowed into these drains and that the appropriate BMPs are in place to minimize pollutants from entering the MS4

• Material storage areas, Equipment storage areas, Maintenance areas (Permittee-owned or operated)

• The Town will develop a list of facilities not covered under this permit, and document the controlling regulations for each facility that limit storm water pollution

Parks and open space (Permittee-owned or operated)

- Proper application, storage, and disposal of fertilizers, pesticides, and herbicides including minimizing the use of these products and using only in accordance with manufacturers instruction
- Sediment and erosion control
- Lawn maintenance and landscaping activities that ensure protection of water quality such as, proper disposal of lawn clippings and vegetation, and use alternative landscaping materials such as drought tolerant plants

 Management of trash containers at parks and other open spaces that include scheduled garbage pickup, number of containers, and signage in areas concerning proper disposal of pet wastes

 Cleaning of maintenance equipment, building exterior, trash containers and the disposal of the associated waste water

• Vehicle and equipment maintenance and repair (Permittee-owned or operated)

- Drip pans and absorbents under or around leaky vehicles and equipment
 - Storing such vehicles and equipment shall take place indoors where feasible
- Evaluation of fueling areas for Permittee-owned or operated vehicles and equipment
 - Fueling areas shall be placed under cover where feasible
- Ensure vehicle wash waters are not discharged to the MS4 or surface waters

o Roads, highways, and parking lots (Permittee-owned or operated)

- Schedule for sweeping streets and parking lots
- Pothole repairs
- Pavement marking
- Sealing and repaying
- Plowing, sanding, application of deicing compounds, and maintenance of snow disposal areas
- Right of way maintenance including mowing and herbicide application
- Municipally-sponsored events (parade and street fair clean up)

o Storm water collection and conveyance system (Permittee-owned or operated)

- Prepare a schedule for regular inspection, cleaning, and repair of:
 - Catch basins
 - Storm water conveyance pipes
 - Ditches and irrigation canals
 - Structural storm water controls
 - Structural runoff treatment and/or flow control facilities
- Inspect storm water structural BMPs ANNUALLY
- Develop, ensure, and document proper disposal methods of all waste and wastewater removed from the storm water conveyance system
- Dewater all waste and wastewater removed from the system in a contained area
- Discharge all waste and wastewater after dewatering to the local sanitary sewer (with approval of local authorities) where feasible

Other facilities and operations not listed above (Permittee-owned or operated)

 Develop, implement, and document appropriate BMPs and facilities not listed above that would reasonably be expected to discharge contaminated runoff

The Town shall start to document SOPs and BMPs for these Permittee-owned or operated "**High Priority**" facilities or operations. Through the documentation program, opportunities to include LID practices and general improvements will be evaluated. Once existing practices are updated and documented, the SOPs will be reviewed at least **ANNUALLY** to look for additional improvements.

4.2.6.5

The Town's Inspection SOPs for Permittee-owned or operated facilities and activities listed above shall include the following:

- WEEKLY visual inspections of "High Priority" facilities, including:
 - Evidence of spills
 - *Immediately* clean up spills to prevent contact with precipitation runoff
 - o Track weekly inspections in a log for every "High Priority" facility and keep with SWMP
 - o Identify deficiencies and corrective actions taken to address deficiencies
- QUARTERLY comprehensive inspections of "High Priority" facilities and storm water controls. Specific attention shall be paid to:
 - Waste storage areas
 - Dumpsters
 - Vehicle and equipment maintenance/fueling areas
 - Material handling areas
 - o Pollutant-generating areas
 - o Track quarterly inspections in a log for every "High Priority" facility and keep with SWMP
 - o Identify deficiencies and corrective actions taken to address deficiencies
- QUARTERLY visual observations of storm water discharge quality at "High Priority" facilities
 - o Remedy any observed problems associated with pollutant sources or controls

4.2.6.6

The Town shall develop SOPs for the following types of facilities and activities listed below:

- Buildings and facilities
- o Material storage areas, heavy equipment storage and maintenance areas
- o Parks and open space
- Vehicle and equipment
- o Roads, highways, and parking lots
- o Storm water collection and conveyance system
- Other facilities

4.2.6.7

The Town may allow private developments to conduct their own maintenance and inspections of storm water BMPs. Private Developments will be held to the same standards outlined in this SWMP as the Town of Vineyard. Expectations will be defined in contracts between the Town and its contractors or the contractors of private developments. The Town will ensure that SOPs, BMPs, and good housekeeping practices for storm water control measures are properly followed by Private Developments through:

- Documentation
- Periodic site visits

4.2.6.8

The Town will develop and implement a process to assess water quality impacts in the design of all new flood management structural controls that are associated with the Town or discharge to the MS4. The process will include consideration of controls that can be used to minimize impacts to site water quality and hydrology while still meeting project objectives.

4.2.6.8.1

Existing flood management structural controls will be assessed by staff to determine whether changes or additions should be made to improve water quality.

The existing flood management structural controls will be assessed following the process listed below:

- Regular site visits
- Site assessments and corrective action where necessary

4.2.6.9

Public construction projects shall comply with the requirements applied to private projects. All construction projects disturbing greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, owned or operated by the Permittee are required to be covered under the General UPDES Permit for Storm Water Discharges Associated with Construction Activities. All public projects approved after the effective date of this Permit shall include construction and post-construction controls selected and implemented pursuant to the requirements in Sections 4.2.4 and 4.2.5.

4.2.6.10

The Town will provide annual training for all staff who have primary construction, operation, or maintenance job functions likely to impact storm water quality. Training shall address at a minimum:

- Importance of protecting water quality
- Requirement of the permit
- Operation and maintenance requirements
- Inspection procedures
- Ways to perform their job activities to prevent or minimize impacts to water quality
- SOPs for Permittee-owned or operated facilities
- Procedures for reporting water quality concerns and illicit discharges

Minimum Control Measure #6 - Implementation Schedule

Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	Varies	3/1/2020	On-going	Create/Develop/Implement an Operations and Maintenance Program that complies with Section 4.2.6.	4.2.6
3/1/2015	180 Days	9/1/2015	One-Time	Create/Develop and maintain a current written inventory of Permittee-owned or operated facilities and storm water controls ((Document initial completion, review and update as necessary).	4.2.6.1
9/1/2015	Life of Permit	Life of Permit	Annual	Review and update inventory as necessary.	4.2.6.1

3/1/2015	180 Days	9/1/2018	Annual	Asses all Permittee-owned or operated facilities in accordance with Section 4.2.6.2 (Document initial completion, review and update as necessary).	4.2.6.2
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Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	5 Years	3/1/2020	Annual	Using assessment, identify high- priority facilities that have a high potential to generate storm water pollutants (Document initial completion, review and update as necessary).	4.2.6.3
3/1/2015	5 Years	3/1/2020	Annual	Create/Develop facility specific SOP's for each high-priority facility (Document initial completion, review and update as necessary).	4.2.6.4
3/1/2015	5 Years	3/1/2020	Annual	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated buildings and facilities (Document initial completion, review and update as necessary).	4.2.6.4.1
3/1/2015	180 Days	9/1/2015	One-Time	Develop inventory of all floor drains inside all buildings. Develop inventory and map of all storm drains on the property (Document initial completion, review and update as necessary).	4.2.6.4.1
3/1/2015	5 Years	3/1/2020	One-Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated maintenance and storage areas (Document initial completion, review and update as necessary).	4.2.6.4.2
3/1/2015	5 Years	3/1/2020	One-Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated Parks and open spaces (Document initial completion, review and update as necessary).	4.2.6.4.3
3/1/2015	5 Years	3/1/2020	One-Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated vehicles and equipment (Document initial completion, review and update as necessary).	4.2.6.4.4

3/1/2015	5 Years	3/1/2020	One-Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated roads, highways, and parking lots (Document initial completion, review and update as necessary).	4.2.6.4.5
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Start Date	Duration	Finish Date	Interval	Task Description	Ref. Section
3/1/2015	5 Years	3/1/2020	One-Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated storm water collection and conveyance systems (Document initial completion, review and update as necessary).	4.2.6.4.6
3/1/2015	5 Years	3/1/2020	One-Time	Provide formal training for all staff involved in reviewing, inspecting, assessing, or enforcing, good housekeeping and municipal operations and maintenance. Create responsibility hierarchy to assign responsible parties. (Document initial completion, review and update as necessary)	4.2.6
3/1/2016	Life of Permit	3/1/2020	Varies	Operations and Maintenance program shall include regular inspections of Permittee-owned or operated Facilities.	4.2.6.6
3/1/2016	Life of Permit	3/1/2020	One-Time	Create/Develop SOP's and inspection forms and procedures for municipal inspections. (Document initial completion, review and update as necessary)	4.2.6.6
3/1/2018	Life of Permit	Life of Permit	Weekly	Conduct weekly visual Inspections for high priority facilities.	4.2.6.6.1
3/1/2018	Life of Permit	Life of Permit	Quarterly	Conduct quarterly comprehensive Inspections of high priority facilities.	4.2.6.6.2
3/1/2018	Life of Permit	Life of Permit	Quarterly	Conduct quarterly visual observations of storm water discharges.	4.2.6.6.3
3/1/2018	Life of Permit	Life of Permit	One-Time	Create/Develop procedures to assess all new flood management structural controls associated with the Permittee.	4.2.6.7
3/1/2018	Life of Permit	Life of Permit	Annual	Review and Update assessments, lists, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.6

4.3 Sharing Responsibility

4.3.1

Implementation of one or more of the six minimum measures may be shared with another entity, or the entity may fully take over the measure. A Permittee may rely on another entity only if:

4.3.2

The other entity, in fact, implements the control measure;

4.3.3

The particular control measure, or component of that measure, is at least as stringent as the corresponding Permit requirement; and

4.3.4

The other entity agrees to implement the control measure through a written agreement. This obligation must be maintained as part of the description given in the Permittee's SWMP document. If the other entity agrees to report on the minimum control measure, the Permittee must supply the other entity with the reporting requirements contained in Part 5.5. of this Permit. If the other entity fails to implement the control measure, then the Permittee remains liable for any discharges due to that failure to implement.

4.3.5

The Permittee conducts training of the responsible entity on the Permit requirements and applicable standard operating procedures.

The Town of Vineyard plans to contract with a third party to share responsibility of stormwater system maintenance, street sweeping, box cleaning, pipe cleaning, etc. The contracted third party will be listed in this section upon updates to the SWMP.

4.4 Reviewing and Updating Storm Water Management Programs

4.4.1

Storm Water Management Program Review: All Permittees must conduct, at a minimum, an annual review of the SWMP document in conjunction with preparation of the annual report required in Part 5.5.

4.4.2

Storm Water Management Program Update: A Permittee may change the SWMP document during the life of the Permit in accordance with the following procedures:

4421

Changes adding (but not subtracting or replacing) components, controls, or requirements to the SWMP document may be made at any time upon written notification to the Division.

4.4.2.2

Changes replacing an ineffective or unfeasible BMP specifically identified in the SWMP document with an alternate BMP may be adopted at any time, provided the analysis is clearly outlined and subsequently approved by the Division. An analysis shall include:

4.4.2.2.1

An explanation of why the BMP is ineffective or infeasible,

4.4.2.2.2

Expectations or report on the effectiveness of the replacement BMP, and

4.4.2.2.3

An analysis of why the replacement BMP is expected to achieve the goals of the BMP to be replaced, or has achieved those goals.

4.4.3

Change requests or notifications must be made in writing and signed in accordance with Part 6.8.

4.4.4

Change requests or notifications will receive confirmation and approval or denial in writing from the Division.

4.4.5

Storm Water Management Program Updates required by the Division: The Division may require changes to the SWMP as needed to:

4.4.5.1

Address impacts on receiving water quality caused, or contributed to, by discharges from the MS4;

4.4.5.2

Include more stringent requirements necessary to comply with new Federal regulatory requirements; or

4.4.5.3

Include such other conditions deemed necessary by the Division to comply with the goals and requirements of the Clean Water Act.

4.4.1

The Town will conduct an **ANNUAL** review of the SWMP and shall prepare an **ANNUAL** report as required in Section 5.5.

4.4.2

The Town of Vineyard reserves the right to change the SWMP document at any time throughout the **LIFE OF THE PERMIT.** Changes to the SWMP document shall be accordance to guidelines shown in Section 4.4.2.1 and 4.4.2.2.

4.4.5

The Town shall address and make changes to the SWMP document as directed by the Utah State Department of Environmental Quality Division of Water Quality.

5.0 Narrative Standard, Monitoring, Recordkeeping and Reporting

5.1 Narrative Standard

It shall be unlawful, and a violation of this Permit, for the Permittee to discharge or place any waste or other substance in such a way as will be or may become offensive such as unnatural deposits, floating debris, oil, scum or other nuisances such as color, odor or taste, or conditions which produce undesirable aquatic life or which produces objectionable tastes in edible aquatic organisms; or concentrations or combinations of substances which produce undesirable physiological responses in desirable resident fish, or other desirable aquatic life, or undesirable human health effects, as determined by bioassay or other tests performed in accordance with standard procedures

5.2 Analytical Monitoring

Permittees are not required to conduct analytical monitoring (see definition in Part 7.3) during the effective term of this Permit, with the following exceptions:

5.2.1

Water quality sampling may be required for compliance with TMDLs, pursuant to Part 3.1. of this Permit.

5.2.2

Sampling or testing may be required for characterizing illicit discharges pursuant to Parts 4.2.3.4., 4.2.3.5., and 4.2.3.5.1 of this Permit.

5.2.3

In the event that the MS4 elects to conduct analytical monitoring as part of its Storm Water Management Program, the Permittee is required to comply with Part 6.18. of this Permit.

5.3 Non-analytical Monitoring

5.3.1

Non-analytical monitoring (see definition in Part 7.32.) such as visual dry weather screening is required to comply with Part 4.2.3.3.2 of this Permit.

5.4 Record keeping

5.4.1

Permittees must keep all supplementary documents associated with this Permit (e.g., Storm Water Management Program (SWMP) document, SWMP Implementation Schedule) current and up to date to achieve the purpose and objectives of the required document.

5.4.2

All modifications to supplementary documents must be submitted to the Division in accordance with Parts 4.4 and 6.8.

5.4.3

The Division may at any time make a written determination that parts or all of the supplementary documents are not in compliance with this Permit, wherein the Permittee must make modifications to these parts within a time frame specified by the Division.

5.4.4

The Permittee shall retain all required plans, records of all programs, records of all monitoring information, copies of all reports required by this Permit, and records of all other data required by or

used to demonstrate compliance with this Permit, for at least five years. This period may be explicitly modified by alternative provisions of this Permit or extended by request of the Division at any time.

5.4.5

The Permittee must make records, including the Notice of Intent (NOI) and the SWMP document, available to the public if requested.

5.5 Reporting

5.5.1

The Permittee must submit an annual report to the Division by October 1 for the reporting period of July 1 to June 30 of each year of the Permit term.

5.5.2

The report must be submitted using the report form provided on the Division's website at http://www.deq.utah.gov/permits/water/updes/stormwatermun.htm.

5.5.3

The Permittee shall sign and certify the annual report in accordance with Part 6.8.

5.5.4

Signed copies of the Annual Report and all other reports required herein, shall be submitted to:

Department of Environmental Quality Division of Water Quality
PO Box 144870
195 North 1950 West
Salt Lake City, UT 84114-4870

5.2

The Town is **NOT** required to conduct analytical monitoring during the effective term of this permit. If the Town elects to conduct analytical monitoring, they will adhere to procedures outline in Section 6.18.

5.3

The Town will follow the required procedures for dry weather screening, as outlined in Section 4.2.3.3.2.

5.4

The Town shall follow proper record keeping procedures, including:

- Keeping the SWMP and associated implementation schedule up to date
- Submitting any modifications to the SWMP or implementation schedule to the Utah Division of Water Quality (UDWQ)
- Making proper modifications to the SWMP or implementation schedule in order to remain in compliance with the permit or as instructed by the UDWQ
- Retaining all documentation (Per Section 5.4.4) associated with SWMP and Permit for a period of at least **5 YEARS**
- All documentation shall made available to the public if requested

5.5

The Town shall submit an ANNUAL report to UDWQ by October 1 of each year for the term of the

permit, and shall follow the requirements of Section 5.5.

6.0 Standard Permit Conditions

6.1 Duty to Comply

The Permittee must comply with all conditions of this Permit. Any Permit noncompliance constitutes a violation of the Act and is grounds for enforcement action; for Permit termination, revocation and reissuance, or modification; or for denial of a Permit renewal application. The Permittee shall give advance notice to the Division of any planned changes in the Permitted facility or activity, which may result in noncompliance with Permit requirements.

6.2 Penalties for Violations of Permit Conditions

The Act provides that any person who violates a Permit condition implementing provisions of the Act is subject to a civil penalty not to exceed \$10,000 per day of such violation. Any person who willfully or negligently violates Permit conditions or the Act is subject to a fine not exceeding \$25,000 per day of violation. Any person convicted under UCA 19-5-115(2) a second time shall be punished by a fine not exceeding \$50,000 per day.

6.3 Duty to Reapply

If the Permittee wishes to continue an activity regulated by this Permit after the expiration date of this Permit, the Permittee shall apply for and obtain a new Permit. The application shall be submitted at least 180 days before the expiration date of this Permit. Continuation of expiring Permits shall be governed by regulations promulgated at UAC R317-8-5 and any subsequent amendments.

6.4 Need to Halt or Reduce Activity not a Defense

It shall not be a defense for a Permittee in an enforcement action that it would have been necessary to halt or reduce the Permitted activity in order to maintain compliance with the conditions of this Permit.

6.5 Duty to Mitigate

The Permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this Permit, which has a reasonable likelihood of adversely affecting human health or the environment.

6.6 Duty to Provide Information

The Permittee shall furnish to the Division, within a time specified by the Division, any information which the Division may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Permit, or to determine compliance with this Permit. The Permittee shall also furnish to the Division, upon request, copies of records required to be kept by this Permit.

6.7 Other Information

When the Permittee becomes aware that it failed to submit any relevant facts in a Permit application, or submitted incorrect information in a Permit application or any report to the Division, it shall promptly submit such facts or information.

6.8 Signatory Requirements

All notices of intent, storm water management programs, storm water pollution prevention plans, reports, certifications or information either submitted to the Division or that this Permit requires to be maintained by the Permittee, shall be signed, dated and certified as follows:

6.8.1

All Permit applications shall be signed by either a principal executive officer or ranking elected official.

6.8.2

All reports required by the Permit and other information requested by the Division shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:

6.8.2.1

The authorization is made in writing by a person described above and submitted to the Division, and,

6.8.2.2

The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. A duly authorized representative may thus be either a named individual or any individual occupying a named position.

6.8.2.3

Changes to authorization. If an authorization under Part 6.8.2. is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part 6.8.2. must be submitted to the Division prior to or together with any reports, information, or applications to be signed by an authorized representative.

6.8.3

Certification. Any person signing documents under this Part shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

6.9 Availability of Reports

Except for data determined to be confidential under the Government Records Access and Management Act (see particularly Utah Code Ann. § 63-2-309) and Utah Code Ann. § 19-1-3-6, all reports prepared in accordance with the terms of this Permit shall be available for public inspection at the office of the Division. As required by the Act, Permit applications, Permits and effluent data shall not be considered confidential.

6.10 Penalties for Falsification of Reports

The Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this Permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction be punished by a fine of not more than \$10,000.00 per violation, or by imprisonment for not more than six months per violation, or by both. Utah Code Ann. § 19-5-115(4)

6.11 Penalties for Tampering

The Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate, any monitoring device or method required to be maintained under this Permit shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than six months per violation, or by both.

6.12 Oil and Hazardous Substance Liability

Nothing in this Permit shall be construed to preclude the institution of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties to which the Permittee is or may be subject under the "Act".

6.13 Property Rights

The issuance of this Permit does not convey any property rights of any sort, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor any infringement of Federal, State or Local laws or regulations.

6.14 Severability

The provisions of this Permit are severable, and if any provision of this Permit, or the application of any provision of this Permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Permit shall not be affected thereby.

6.15 Requiring a Different Permit

The Division may require the Permittee authorized by this Permit to obtain an individual UPDES Permit. Any interested person may petition the Division to take action under this paragraph. The Division may require the Permittee authorized to discharge under this Permit to apply for an individual UPDES Permit only if the Permittee has been notified in writing that a Permit application is required. This notice shall include a brief statement of the reasons for this decision, an application form (as necessary), a statement setting a deadline for the Permittee to file the application, and a statement that on the effective date of the municipal UPDES Permit, coverage under this Permit shall automatically terminate. Permit applications shall be submitted to the address of the Division of Water Quality shown in Part 5.5. of this Permit. The Division may grant additional time to submit the application upon request of the applicant. If the municipality fails to submit in a timely manner a municipal UPDES Permit application as required by the Division, then the applicability of this Permit to the Permittee is automatically terminated at the end of the day specified for application submittal.

6.16 State/Federal Laws

Nothing in this Permit shall be construed to preclude the institution of any legal action or relieve the Permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable State law or regulation under authority preserved by UCA 19-5-117 and Section 510 of the Clean Water Act or any applicable Federal or State transportation regulations, such as but not limited to the Department of Transportation regulations.

6.17 Proper Operation and Maintenance

The Permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the Permittee to achieve compliance with the conditions of this Permit and with the requirements of the SWMP. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. Proper operation and maintenance requires the operation of backup or auxiliary facilities or similar

systems, installed by the Permittee only when necessary to achieve compliance with the conditions of the Permit.

6.18 Monitoring and Records

6.18.1

Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.

6.18.2

The Permittee shall retain records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by this Permit, and records of all data used to complete the application for this Permit, for a period of at least five years from the date of the sample, measurement, report or application. This period may be extended by request of the Division at any time.

6.18.3

Records of monitoring information shall include:

6.18.3.1

The date, exact place, and time of sampling or measurements

6.18.3.2

The name(s) of the individual(s) who performed the sampling or measurements

6.18.3.3

The date(s) and time(s) analyses were performed;

6.18.3.4

The name(s) of the individual(s) who performed the analyses;

6.18.3.5

The analytical techniques or methods used; and

6.18.3.6

The results of such analyses

6.19 Monitoring Procedures

Monitoring must be conducted according to test procedures approved under Utah Administrative Code ("UAC") R317-2-10, unless other test procedures have been specified in this Permit.

6.20 Inspection and Entry

The Permittee shall allow the Division or an authorized representative, upon the presentation of credentials and other documents as may be required by law, to:

6.20.1

Enter upon the Permittee's premises where a regulated facility or activity is located or conducted or where records must be kept under the conditions of this Permit;

6.20.2

Have access to and copy at reasonable times, any records that must be kept under the conditions of this Permit; and

6.20.3

Inspect at reasonable times any facilities or equipment (including monitoring and control equipment).

6.20.4

Sample or monitor at reasonable times, for the purposes of assuring Permit compliance or as otherwise authorized by law, any substances or parameters at any location.

6.21 Permit Actions

This Permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the Permittee for a Permit modification, revocation and re-issuance, or termination, or a notification of planned changes or anticipated noncompliance does not stay any Permit condition.

6.22 Storm Water-Reopener Provision

At any time during the duration (life) of this Permit, this Permit may be reopened and modified (following proper administrative procedures) as per UAC R317.8, to include, any applicable storm water provisions and requirements, a storm water pollution prevention plan, a compliance schedule, a compliance date, monitoring and/or reporting requirements, or any other conditions related to the control of storm water discharges to "Waters-of-State".

The Town of Vineyard shall comply with all portions of the permit as outlined in Chapter 6.

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7.0 Definitions

Definitions related to this Permit and small municipal separate storm sewers (MS4s).

7.1

"40 CFR" refers to Title 40 of the Code of Federal Regulations, which is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government.

7.2

"Act" means the Utah Water Quality Act.

7.3

"Analytical monitoring" refers to monitoring of waterbodies (streams, ponds, lakes, etc.) or of storm water, according to UAC R317-2-10 and 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants," or to State or Federally established protocols for biomonitoring or stream bioassessments.

7.4

"Beneficial Uses" means uses of the Waters of the State, which include but are not limited to: domestic, agricultural, industrial, recreational, and other legitimate beneficial uses.

7.5

"Best Management Practices" (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of Waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control facility site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

7.6

"CWA" means The Clean Water Act of 1987, formerly referred to as the Federal Water Pollution Control Act.

7.7

"Co-Permittee" means any operator of a regulated Small MS4 that is applying jointly with another applicant for coverage under this Permit. A Co-Permittee owns or operates a regulated Small MS4 located within or adjacent to another regulated MS4. A Co-Permittee is only responsible for complying with the conditions of this Permit relating to discharges from the MS4 the Co-Permittee owns or operates. See also 40 CFR 122.26(b)(1).

7.8

"Control Measure" refers to any Best Management Practice or other method used to prevent or reduce the discharge of pollutants to Waters of the State.

7.9

"Common plan of development or sale" means one plan for development or sale, separate parts of which are related by any announcement, piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, plat, blueprint, contract, Permit application, zoning request, computer design, etc.), physical demarcation (including contracts) that identify the scope of the project. A

plan may still be a common plan of development or sale even if it is taking place in separate stages or phases, is planned in combination with other construction activities, or is implemented by different owners or operators.

7.10

"Director" means the director of the Utah Division of Water Quality, otherwise known as the Executive Secretary of the Utah Water Quality Board.

7.11

"Division" means the Utah Division of Water Quality.

7.12

"Discharge" for the purpose of this Permit, unless indicated otherwise, refers to discharges from the Municipal Separate Storm Sewer System (MS4).

7.13

"Dry weather screening" is monitoring done in the absence of storm events to discharges representing, as much as possible, the entire storm drainage system for the purpose of obtaining information about illicit connections and improper dumping.

7.14

"Escalating enforcement procedures" refers to a variety of enforcement actions in order to apply as necessary for the severity of the violation and/or the recalcitrance of the violator.

7.15

"Entity" means a governmental body or a public or private organization.

7.16

"EPA" means the United States Environmental Protection Agency.

7.17

"General Permit" means a Permit which covers multiple dischargers of a point source category within a designated geographical area, in lieu of individual Permits being issued to each discharger.

7.18

"Ground water" means water in a saturated zone or stratum beneath the surface of the land or below a surface water body.

7.19

"High quality waters" means any water, where, for a particular pollutant or pollutant parameter, the water quality exceeds that quality necessary to support the existing or designated uses, or which supports an exceptional use.

7.20

"Illicit connection" means any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

7.21

"Illicit discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a UPDES Permit (other than the UPDES Permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities.

7.22

"Impaired waters" means any segment of surface waters that has been identified by the Division as failing to support classified uses. The Division periodically compiles a list of such waters known as the 303(d) List.

7.23

"Indian Country" is defined as in 40 CFR §122.2 to mean:

7.23.1

All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and, including rights-of-way running through the reservation;

7.23.2

All dependent Indian communities within the borders of the United States whether within the originally or subsequently acquired territory thereof, and whether within or without the limits of a state; and

7.23.3

All Indian allotments, the Indian titles to which have not been extinguished, including right-of-ways running through the same.

7.24

"Large MS4" Large municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 250,000 or more as determined by the current Decennial Census by the Bureau of the Census.

7.25

"Low Impact Development" (LID) is an approach to land development (or re-development) that works with nature to more closely mimic pre-development hydrologic functions. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product. There are many practices that have been used to adhere to these principles such as bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

7.26

"MS4" is an acronym for "municipal separate storm sewer system".

7.27

"Maximum Extent Practicable" (MEP) is the technology-based discharge standard for Municipal Separate Storm Sewer Systems established by paragraph 402(p)(3)(B)(iii) of the Federal Clean Water Act (CWA), which reads as follows: "Permits for discharges from municipal storm sewers shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management

practices, control techniques, and system, design, and engineering methods, and other such provisions as the Administrator or the State determines appropriate for the control of such pollutants."

7.28

"Medium MS4" Medium municipal separate storm sewer system means all municipal separate storm sewers that are located in an incorporated place with a population of 100,000 or more but less than 250,000, as determined by the 1990 Decennial Census by the Bureau of the Census

7.29

"Monitoring" refers to tracking or measuring activities, progress, results, etc.

7.30

"Municipal separate storm sewer system" means a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) pursuant to paragraphs R317-8-1.6(4), (7), & (14), or designated under UAC R317-8-3.9(1)(a)5:

7.30.1

that is owned or operated by a state, City, town, county, district, association, or other public body (created by or pursuant to State Law) having jurisdiction over disposal of wastes, storm water, or other wastes, including special districts under State Law such as a sewer district, flood control district or drainage district, or similar entity, or a designated and approved management agency under Section 208 of the CWA that discharges to Waters of the State;

7.30.2

that is designed or used for collecting or conveying storm water;

7.30.3

which is not a combined sewer; and

7.30.4

which is not part of a Publicly Owned Treatment Works (POTW) as defined in 40 CFR 122.2.

7.31

"NOI" is an acronym for "Notice of Intent" to be covered by this Permit and is the mechanism used to "register" for coverage under a general Permit.

7.32

"Non-analytical monitoring" refers to monitoring for pollutants by means other than UAC R317- 2-10 and 40 CFR 136, such as visually or by qualitative tools that provide comparative or rough estimates.

7.33

"Operator" is the person or entity responsible for the operation and maintenance of the MS4.

7.34

"Outfall" means a point source as defined by UAC R317-8-1.5(34) at the point where a municipal separate storm sewer discharges to Waters of the State and does not include open conveyances connecting two municipal separate storm sewers, or pipes, tunnels or other conveyances which connect segments of the same stream or other Waters of the State and are used to convey waters of the State.

7.35

"Phase II areas" means areas regulated under UPDES storm water regulations encompassed by Small MS4's (see definition 7.39.).

7.36

"Priority construction site" means a construction site that has potential to threaten water quality when considering the following factors: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-storm water discharges and past record of non-compliance by the operators of the construction site.

7.37

"Redevelopment" is the replacement or improvement of impervious surfaces on a developed site.

7.38

"Runoff" is water that travels across the land surface, or laterally through the ground near the land surface, and discharges to water bodies either directly or through a collection and conveyance system. Runoff includes storm water and water from other sources that travels across the land surface.

7.39

"SWMP" is an acronym for storm water management program. The SWMP document is the written plan that is used to describe the various control measures and activities the Permittee will undertake to implement the storm water management plan.

7.40

"SWPPP" is an acronym for storm water pollution prevention plan.

7.41

"Small municipal separate storm sewer system" is any MS4 not already covered by the Phase I program as a medium or large MS4. The Phase II Rule automatically covers on a nationwide basis all Small MS4s located in "urbanized areas" (UAs) as defined by the Bureau of the Census (unless waived by the UPDES Permitting authority), and on a case-by-case basis those Small MS4s located outside of UAs that the UPDES Permitting authority designates.

7.41.1

This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

7.41.2

"SOP" is an acronym for standard operating procedure which is a set of written instructions that document a routine or repetitive activity. For the purpose of this Permit, SOPs should emphasize pollution control measures to protect water quality.

7.42

"Storm water" means storm water runoff, snowmelt runoff, and surface runoff and drainage.

7.43

"Storm water management program" means a set of measurable goals, actions, and activities designed to reduce the discharge of pollutants from the Small MS4 to the maximum extent practicable and to protect water quality.

7.44

"TMDL" is an acronym for "Total Maximum Daily Load" and in this Permit refers to a study that: 1) quantifies the amount of a pollutant in a stream; 2) identifies the sources of the pollutant; and 3) recommends regulatory or other actions that may need to be taken in order for the impaired waterbody to meet water quality standards.

7.45

"Urbanized area" is a land area comprising one or more places and the adjacent densely settled surrounding area that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile.

7.46

"Waters of the State" means all streams, lakes, ponds, marshes, water-courses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private which are contained within, flow through, or border upon this state or any portion thereof, except bodies of water confined to and retained within the limits of private property, and which do not develop into or constitute a nuisance, or a public health hazard, or a menace to fish and wildlife which shall not be considered to be "Waters of the State" under this definition ("UAC" R317-1-1.32).

Appendix A

Notice of Intent

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Appendix B

Implementation Schedule

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Town of Vineyard Storm Water Management Plan Implementation Schedule

General Permit Requirements

Start Date	Duration	Completion Date	Interval	Task Description	Reference Section
N/A	N/A	2/28/2015	One- Time	Submit Storm Water Management Plan & Notice of Intent to begin initial permit coverage.	2.1.3
3/1/2015	30 Days	3/31/2015	One- Time	Begin to implement submitted SWMP as per the implementation schedule.	2.1.7
3/1/2015	90 Days	6/1/2015	One- Time	Create/Develop/Implement ongoing Documentation & Tracking Process and Procedures.	4.1.2
10/1/2015	Life of Permit	1-Oct	Annually	Submit Annual Report	5.5

6 Minimum Control Measures (Section 4.2.1 thru Section 4.2.6)

Section 4.2.1 Public Education and Outreach on Storm Water Impacts

Start Date	Duration	Completion Date	Interval	Task Description	Reference Section
3/1/2015	90 days	6/1/2015	On-going	Join the Utah County Storm Water Coalition. (Document)	
3/1/2015	Life of Permit	Life of Permit	Bi- Monthly	Attend coalition meeting. (Document)	4.2.1
6/1/2015	30 Days	7/1/2015	On-going	Designate Staff member to be responsible for creating SW Education Piece on Website.	4.2.1
7/1/2015	N/A	Life of Permit	Annual	Formal Employee Training. (Document)	4.2.1.5
7/1/2015	N/A	Life of Permit	Quarterly	Publish SWPP Education Article on Town's Website. (Document)	4.2.1
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution to the general public - review and update annually (Document initial completion, annual review, and updates).	4.2.1.2

9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution to businesses & Institution - review and update annually (Document initial completion, annual review, and updates).	4.2.1.3
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution engineers, construction contractors, developers, & land Planners - review and update annually (Document initial completion, annual review, and updates).	4.2.1.4
9/1/2015	6 Months	3/1/2017	On-going	Create/Develop Information Packet for distribution to permittee staff - review and update annually (Document initial completion, annual review, and updates).	4.2.1.5
1/1/2016	24 Months	1-Jan-18	On-going	Create/Develop LID technologies information packet for distribution to staff, engineers, developers, contractors - review and update annually (Document initial completion, annual review, and updates).	4.2.1.6
1/1/2016	24 Months	1-Jan-18	On-going	Create/Develop/Implement SOP's for each relevant process and procedure (Document initial completion, annual review, and updates).	4.2.1

Section 4.2.2 Public Involvement/Participation

Start Date	Duration	Completion Date	Interval	Task Description	Reference Section
3/1/2015	180 days	9/1/2015	Annual	Create/Develop/Implement a Public Involvement/Participation Program in compliance with Section 4.2.2.	4.2.2
3/1/2015	180 days	9/1/2015	On-going	Create/develop/adopt program to create opportunities for public to provide input during decision making process involving Storm Water Management. (Document initial completion, annual review, and updates)	4.2.2.1
3/1/2015	180 days	9/1/2015	Annual	Publish most current SWMP on city website and provide method for public to comment.	4.2.2.2 & 3

	Section 4.2.3 Illicit Discharge and Elimination (IDDE)							
Start Date	Duration	Completion Date	Interval	Task Description	Reference Section			
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Implement an IDDE Program in compliance with Section 4.2.3.	4.2.3			
3/1/2015	12 Months	3/1/2016	On-going	Create/Develop a comprehensive map of the existing storm drainage system. Locate all discharge locations (Document initial completion, review and update as system improvements or changes are made).	4.2.3.1			
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop an ordinance outlining program requirements, legal authority, escalating enforcement ability. (Document initial completion, review and update as necessary).	4.2.3.2			
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop written Illicit Discharge Detection Plan to locate and prioritize non-storm water discharges (Document initial completion, review and update as system improvements or changes are made).	4.2.3.3			
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Implement SOP's for inspections with inspection forms (Document initial completion, review and update as necessary).	4.2.3.4			
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Implement SOP's for characterizing illicit discharges when found and how to inspect, document, enforce, and correct (Document initial completion, review and update as necessary).	4.2.3.5&6			
3/1/2015	18 Months	9/1/2017	On-going	Develop SOP for police & hotline response of IDDE post public work number on website (4.2.3.9) (Document initial completion, review and update as necessary).	4.2.3.5			
3/1/2015	18 Months	9/1/2017	On-going	Develop SOP for investigating and ceasing illicit discharges (Document initial completion, review and update as necessary).	4.2.3.6			

3/1/2015	18 Months	9/1/2017	On-going	Create/Develop a spill/dumping response procedure and internal flow chart (Document initial completion, review and update as necessary).	4.2.3.9.1
3/1/2016	12 Months	3/1/2017	Annual	Inspect 20% of the priority areas developed in 4.2.3.3 each year (Document inspection and any corrective action taken).	4.2.3.3.2
3/1/2016	12 Months	3/1/2017	Annual	Conduct dry weather screenings & investigations. (Document)	4.2.3.3.2
9/1/2016	18 Months	9/1/2016	Annual	Review and Update Ordinance, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.3
3/1/2015	18 Months	9/1/2016	Annual	Create/Develop on-going annual training materials and procedures for all staff expected to review, inspect, or enforce the IDDE Program (Document initial completion, review and update as necessary).	4.2.3.11

Section 4.2.4 Construction Site Storm Water Runoff Control

Start Date	Duration	Completion Date	Interval	Task Description	Reference Section
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Implement a construction site storm water runoff control Program as per Section 4.2.4.	4.2.4
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Adopt a regulatory mechanism by ordinance to allow for compliance of section 4.2.4 (Document initial completion, review and update as necessary).	4.2.4.1
3/1/2015	18 Months	9/1/2016	One time	Sign up for city account on State SWPPP database.	4.2.4.3
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop/Modify storm water BMP requirements (Document initial completion, review and update as necessary).	4.2.4.1.1
3/1/2015	18 Months	9/1/2016	On-going	Adopt newly created storm water construction requirements into Town Development Standards (Document initial completion, review and update as necessary).	4.2.4.1.1

			1	Develop SWPPP review check list	
3/1/2015	18 Months	9/1/2016	One time	(Document initial completion, review and update as necessary).	4.2.4.3.2
3/1/2015	18 Months	9/1/2016	On-going	Identify SWPPP inspectors.	4.2.4.4
3/1/2015	18 Months	9/1/2016	On-going	Create/Develop SOP's for Construction Site Storm Water Runoff Control (Document initial completion, review and update as necessary).	4.2.4.4
3/1/2015	18 Months	9/1/2016	Annual	Create/Develop on-going annual training materials and SOP's for all staff expected to review, inspect, or enforce the Construction Site Storm Water Runoff Control Program.	4.2.4.5
9/1/2016	Life of Permit	Life of Permit	One time	Start SWPPP inspections of all construction sites w/ SWPPP plans.	4.2.4.4
9/1/2016	Life of Permit	Life of Permit	On-going	Review SWPPPs (Document review and any recommendations).	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Review preliminary site plans and require where LID could be better utilized.	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Require LID designs.	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Research effective LID designs specific for Vineyard area.	4.2.4.3
9/1/2016	Life of Permit	Life of Permit	On-going	Complete SWPPP inspections on all active construction projects w/ SWPPP plans.	4.2.4.4
9/1/2016	Life of Permit	Life of Permit	Annual	Review and Update Ordinance, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.4
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Section 4.2.5 Long-Term Storm Water Management in New Development and Redevelopment (Post-Construction Storm Water Management)

Start Date	Duration	Completion Date	Interval	Task Description	Reference Section
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Implement a Post- construction storm water runoff control Program as per Section 4.2.5.	4.2.5
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/Adopt Ordinance that requires compliance with Section 4.2.5. Recommend	4.2.5.1

				combining with other ordinance	
				requirements (Document initial completion, review and update as	
				necessary).	
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop enforcement strategy for ordinance created (Document initial completion, review and update as necessary).	4.2.5.2
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop Post-construction development and redevelopment standards. Encourage LID practices where possible. Incorporate LID practices into standards where possible (Document initial completion, review and update as necessary).	4.2.5.3
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop/adopt site plan review procedures to address Post- Construction Storm Water Management (Document initial completion, review and update as necessary).	4.2.5.4
3/1/2015	18 Months	9/1/2017	On-going	Create/Develop SOP's, documentation protocols, and inspection forms for Post- Construction Storm Water Management (Document initial completion, review and update as necessary).	4.2.5.5
9/1/2017	Life of Permit	Life of Permit	Annual	Provide formal training for all staff involved in reviewing, inspecting, or enforcing Post-Construction Storm Water Management (Document initial completion, review and update as necessary).	4.2.5.6
3/1/2015	18 Months	9/1/2017	On-going	Develop and maintain inventory or all post-construction structural storm water control measures.	4.2.5.7
9/1/2017	Life of Permit	Life of Permit	Annual	Inspect post construction BMP's for city owned facilities annually.	4.2.5.5.3
9/1/2017	Life of Permit	Life of Permit	Every 5 yrs.	Inspect post construction BMP's for private facilities at least every 5 years.	4.2.5.5.4
9/1/2017	Life of Permit	Life of Permit	Annual	Review and Update Ordinance, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.5

Secti	Section 4.2.6 Pollution Prevention and Good Housekeeping for Municipal Operations							
Start Date	Duration	Completion Date	Interval	Task Description	Reference Section			
3/1/2015	Varies	3/1/2020	On-going	Create/Develop/Implement an Operations and Maintenance Program that complies with Section 4.2.6.	4.2.6			
3/1/2015	180 Days	9/1/2015	One- Time	Create/Develop and maintain a current written inventory of Permittee-owned or operated facilities and storm water controls ((Document initial completion, review and update as necessary).	4.2.6.1			
9/1/2105	Life of Permit	Life of Permit	Annual	Review and update inventory as necessary.	4.2.6.1			
3/1/2015	180 Days	9/1/2018	Annual	Asses all Permittee-owned or operated facilities in accordance with Section 4.2.6.2 (Document initial completion, review and update as necessary).	4.2.6.2			
3/1/2015	5 Years	3/1/2020	Annual	Using assessment, identify high- priority facilities that have a high potential to generate storm water pollutants (Document initial completion, review and update as necessary).	4.2.6.3			
3/1/2015	5 Years	3/1/2020	Annual	Create/Develop facility specific SOP's for each high-priority facility (Document initial completion, review and update as necessary).	4.2.6.4			
3/1/2015	5 Years	3/1/2020	Annual	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee- owned or operated buildings and facilities (Document initial completion, review and update as necessary).	4.2.6.4.1			
3/1/2015	180 Days	9/1/2015	One- Time	Develop inventory of all floor drains inside all buildings. Develop inventory and map of all storm drains on the property (Document initial completion, review and update as necessary).	4.2.6.4.1			
3/1/2015	5 Years	3/1/2020	One- Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee- owned or operated maintenance and storage areas (Document initial	4.2.6.4.2			

				completion, review and update as	
				necessary).	
3/1/2015	5 Years	3/1/2020	One- Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee- owned or operated Parks and open spaces (Document initial completion, review and update as necessary).	4.2.6.4.3
3/1/2015	5 Years	3/1/2020	One- Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee- owned or operated vehicles and equipment (Document initial completion, review and update as necessary).	4.2.6.4.4
3/1/2015	5 Years	3/1/2020	One- Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee- owned or operated roads, highways, and parking lots (Document initial completion, review and update as necessary).	4.2.6.4.5
3/1/2015	5 Years	3/1/2020	One- Time	Create/Develop an Operations and Maintenance Program and applicable SOP's for Permittee-owned or operated storm water collection and conveyance systems (Document initial completion, review and update as necessary).	4.2.6.4.6
3/1/2015	5 Years	3/1/2020	One- Time	Provide formal training for all staff involved in reviewing, inspecting, assessing, or enforcing, good housekeeping and municipal operations and maintenance. Create responsibility hierarchy to assign responsible parties. (Document initial completion, review and update as necessary)	4.2.6
3/1/2016	Life of Permit	3/1/2020	Varies	Operations and Maintenance program shall include regular inspections of Permittee-owned or operated Facilities.	4.2.6.6
3/1/2016	Life of Permit	3/1/2020	One- Time	Create/Develop SOP's and inspection forms and procedures for municipal inspections. (Document initial completion, review and update as necessary)	4.2.6.6

3/1/2018	Life of Permit	Life of Permit	Weekly	Conduct weekly visual Inspections for high priority facilities.	4.2.6.6.1
3/1/2018	Life of Permit	Life of Permit	Quarterly	Conduct quarterly comprehensive Inspections of high priority facilities.	4.2.6.6.2
3/1/2018	Life of Permit	Life of Permit	Quarterly	Conduct quarterly visual observations of storm water discharges.	4.2.6.6.3
3/1/2018	Life of Permit	Life of Permit	One- Time	Create/Develop procedures to assess all new flood management structural controls associated with the Permittee.	4.2.6.7
3/1/2018	Life of Permit	Life of Permit	Annual	Review and Update assessments, lists, standards, SOP's, procedures, protocols. Make necessary modifications.	4.2.6

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